

THE RADCLYFFE SCHOOL

“Working Together for Excellence”

JOB DESCRIPTION: LEARNING MANAGER

Post Title:	LEARNING MANAGER
Purpose: 	To provide stability and continuity for students whose lessons are affected through short-term teaching staff absence. To provide support to teaching staff and students within a Faculty. To create a purposeful learning atmosphere in class in the short-term absence of a teacher. To carry out administrative tasks for a faculty to ‘free teachers to teacher’.
Reporting to:	SLMT
Responsible for:	None
Liaising with:	Teaching and other staff in the School / Students
Disclosure level	Enhanced
Working Time	Full Time / Term Time Only
Salary	Scale 5-6 (Points 25 – 28) £20,235 - £22,293 (£16,643 - £18,994 pro rata)

MAIN (CORE) DUTIES

General Duties	<ul style="list-style-type: none"> To be a member of the Support Staff team. To be familiar with School Policies and Procedures. To assist in the development of systems to improve efficiency and effectiveness. To actively promote Corporate Excellence within the school.
Operational Duties	<ul style="list-style-type: none"> To liaise with a Year Manager to assist with the behaviour management within a specific Year Group. To provide classroom management to classes in the absence of a teaching member of staff (up to a maximum of ten consecutive days for the same member of staff, which includes the first three days of absence). To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher. To collate a bank of supervision work for subjects at Key Stages 3 and 4 in liaison with the relevant Heads of Faculty. Cover and supervision work should continue to be set by the Faculty. To support a Faculty with administration duties when not required for cover during the working day. To undertake training in classroom management on appointment and update as appropriate. To make use of the school disciplinary and reward systems. To circulate and minute faculty agendas and meetings. To be available for break duty. To invigilate internal and external examinations when required. To accompany visits and field trips as required. Any other reasonable task requested from the Headteacher
Support for the School:	<ul style="list-style-type: none"> Contribute to the overall work, smooth running and ethos of the school. Appreciate and support the role of other people in the team. Attend and participate in meetings as required. Improve one’s own practice through training, self-evaluation and performance management.
Management of Resources:	<ul style="list-style-type: none"> Support the management of learning resources within a faculty

Other Specific Duties:

- To undertake other duties within the school in line with changing circumstances as agreed with the Headteacher.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school’s and LEA’s policies and procedures.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: January 08	Headteacher H S Hayer
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