MATHEMATICS LEARNING MANAGER
Job Description

Salary: JCBA E/F: £28,055-£41,914 per annum
(plus cost of living pay award, currently pending approval)

It should be noted that whilst the salary scale for this position is as stated, new appointments will not be made to the top point of the scale

Responsible to: Director of Mathematics

Key Responsibilities

- Plan, organise and deliver an appropriate learning programme that guides and encourages learners to develop and fulfil their academic potential in mathematics at KS4 and KS5.

Generic Leadership Requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.

- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.

- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.

- Contribute to the formulation and implementation of The JCB Academy Development Plan.

- Be prepared to work 'across the piece' being flexible and interested in other areas of The JCB Academy.

- Work at all times to the standards as set out in the staff Code of Conduct.

Specific Duties/Responsibilities

- Deliver outstanding learning experiences for learners that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for learners.
- Develop lesson plans for all lessons which conform to the requirements of The JCB Academy.
- Ensure classroom support plans are in place for each teaching group.
- Establish and communicate clear objectives for all learning activities.
- Prepare thoroughly and at all times for learning activities.
- Provide a variety of learning materials and resources for use in educational activities, and identify and select different resources and methods to meet learners" varying needs.
- Use relevant technology to support the learning process and ensure that all such learning resources are available to learners.
- Observe and evaluate learners' performance and development.
- Set and grade learners' work, provide appropriate feedback and encourage and monitor the progress of individual learners, in line with the academy's Assessment Policy.
- Maintain accurate and complete electronic records of all learners' progress and development and update all necessary records accurately and completely as required.
- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Perform certain pastoral duties including, but not limited to, learner support, counselling learners with academic problems, and providing learner encouragement.
- Participate in extra-curricular activities such as social activities, sporting activities, clubs, learner organisations and residential, and participate in at least one extension activity each week.
- Participate in subject, academy and parent meetings, and communicate necessary information regularly to learners, colleagues and parents regarding learner progress and learner needs.

- Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to schemes of work and lesson plans as appropriate.

- Carry out additional tasks at the request of the Director of Mathematics and/or Principal.

Key Accountability Measure

- Progress in mathematics significantly above expectation for all learners taught.