

## LEARNING MANAGER - BUSINESS

### JOB DESCRIPTION

**Salary:** JCB Grade E-F: £32,235-£48,160 per annum

**Responsible to:** Business Team Leader

#### **Key Responsibilities:**

Plan, organise and deliver an appropriate learning programme that guides and encourages learners to develop and fulfil their academic potential in business at pre 16 and in the sixth form.

#### **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 Requirements of Post:**

- Deliver outstanding learning experiences for young people that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for young people.
- Identify opportunities within the curriculum to provide value added experiences, creating and maintaining relationships with Challenge Partners to support in delivery of this.
- Develop schemes of work in conjunction with relevant staff.
- Plan for all lessons by using adaptive teaching to suit the needs of the learners in each group, conforming to the requirements of The JCB Academy.
- 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.
- Participate in subject, academy and parent/carer meetings, and communicate necessary information regularly to learners, colleagues and parents/carers 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 Principal and/or Vice Principal.

### **Key Accountability Measures:**

- KS4 results  
GCSE Business
  - To be in the upper quartile for all schools in terms of progress.
  - Contribute to 75% 4+ across the department.
- Enterprise
  - To be in the upper quartile for all schools in terms of progress.
  - 20% of learners to gain D2/D2\*.
  - 80% of learners to achieve L2P or better.
- KS5 results
  - To be in the upper quartile for all schools in terms of value added.
  - 85% of learners studying the Extended Certificate to achieve D or better.
  - 85% of learners studying the Diploma to achieve DD or better.
  - 100% of learners to achieve a pass grade.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Business related degree.</li> <li>• Teaching qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach KS5 Business</li> <li>• Masters degree.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good teacher.</li> <li>• Good results.</li> <li>• Contribution to enrichment/extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding teacher.</li> <li>• Outstanding results.</li> <li>• Industrial experience.</li> <li>• Experience of arranging guest speakers, educational visits and work experience.</li> </ul>
<b>Core Professional Competencies</b>	<p>The successful candidate will be skilled at:</p> <ul style="list-style-type: none"> <li>• Setting high expectations and fostering a culture of continuous improvement.</li> <li>• Building a professional learning community.</li> <li>• Building positive relationships with all stakeholders.</li> <li>• Developing and modifying the curriculum.</li> </ul> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have excellent knowledge of business and enterprise education at all levels including GCSE, vocational and T-Level pathways.</li> <li>• Have an understanding of business within the curriculum and vision for the future.</li> <li>• Understand how to modify teaching and learning to meet the needs of the most able learners and those with special educational needs.</li> <li>• Have the potential to grow into an outstanding leader.</li> <li>• Be prepared to take risks and learn from their mistakes.</li> </ul>	

	ESSENTIAL	DESIRABLE
<b>Generic Competencies</b>	<ul style="list-style-type: none"> <li>• Learner focused.</li> <li>• Enthusiastic.</li> <li>• Effective interpersonal skills.</li> <li>• Empathetic and a good listener.</li> <li>• Team player.</li> <li>• Consultative leadership style.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity in problem solving.</li> <li>• Adaptability.</li> <li>• Effective communicator.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>	