



Recruitment Application Pack

Learning Manager

Grade C1



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Learning Manager at Bishop Young C of E Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Learning Manager role, from which we hope you will gain an understanding of our ethos and approach, the high aspirations we have for ourselves and our students, and the exciting journey we're embarking on together having joined the Abbey Multi Academy Trust in May 2017.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy has seen big changes to its staffing, structures and routines in the last year. We have a dedicated and talented team who are committed to achieving the best for our students.

Joining us at this exciting time presents a career defining opportunity. We have begun an improvement journey that will take us to "outstanding", which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Bishop Young Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Carol Kitson
Executive Principal and CEO
Abbey Multi Academy Trust

Paul Cooper
Principal
Bishop Young C of E Academy

Advert

Bishop Young C of E Academy

Bishops Way, Leeds LS14 6NU

CEO: Carol Kitson, Principal: Paul Cooper

Learning Manager (Cover Supervisor)

C1 - £21,074 - £23,111 (actual salary £15,762 -£17,286)

(pro-rata'd as term time only plus 5 training days)

Reference: BYA22

Bishop Young C of E Academy is a thriving 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of a newly formed and growing multi academy trust, **Abbey Multi Academy Trust**.

We are seeking to recruit an enthusiastic person to join our existing team of Learning Managers. The successful candidate will be expected to provide high quality support to assist the Academy in implementing excellent standards of teaching and learning, by ensuring that there is a safe, orderly and structured learning environment for all students in the absence of teaching colleagues and that designated work is completed.

The successful candidate will be required to work 32.5 hours per week, term time only plus 5 days therefore the salary has been pro-rata'd. There may be a requirement to work outside of the designated hours and off Academy premises as required. We are able to offer staff a secure and supportive environment with continuous professional development.

Visits to Bishop Young Academy are encouraged and can be arranged by contacting Lucy Johnson, HR Administrator, at ljohnson@bishopyoungacademy.co.uk

To obtain an application pack please visit our vacancy page:

<http://www.abbeymat.co.uk/vacancies.html>

Closing date: Friday 16th November at 9am.

Interviews will be held shortly after.

For an informal discussion about the role, please contact Lucy Johnson on 0113 2739126.

Abbey Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced disclosure from the DBS will be required for this post.

Application Process

The closing date for applications is Friday 16th November 2018.

Completed applications should be returned by email to:

ljohnson@bishopyoungacademy.co.uk

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9126.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact ljohnson@bishopyoungacademy.co.uk



JOB DESCRIPTION

Job title:	Learning Manager
Salary Scale:	C1
Reporting to:	Senior Leadership Team

Overall purpose of the post:

- To provide high quality support to assist the academy in implementing excellent standards of teaching and learning, by ensuring that there is a safe, orderly and structured learning environment for all students in the absence of teaching colleagues and that designated work is completed.

Key Responsibilities:

- To supervise a class or group of students who will be carrying out work set by a teacher; managing the behaviour of those students; dealing with issues that arise; and reporting back.

Key Tasks:

- To be responsible for the active supervision of classes throughout Years 7 to 11, including form time
- To ensure, through active delivery, that students complete any work or tasks set for them by subject staff; engaging with the students, providing explanation and guidance to support their learning
- To ensure that students have the necessary resources to complete their work
- To maintain good discipline within the classroom and around the Academy, following the Academy's Behaviour Policy
- To ensure the health and safety of themselves and the students in their care
- To register each class using the PARS system
- To liaise with teaching staff regarding work set
- To provide feedback from classes where appropriate/required regarding student progress
- To prepare and develop resources / offer administrative support as required by colleagues/departments when the cover requirements allow

Key Tasks continued:

- To attend team and staff meetings as requested
- To undertake any training that may be deemed necessary
- To undertake a weekly duty
- To undertake as requested by senior staff any other tasks commensurate with the general nature of the post
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's responsibilities and duties.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:

Signature:

Date:

Learning Manager PERSON SPECIFICATION CRITERIA						
Qualifications		ESSENTIAL			DESIRABLE	
1	Good general level of education to GCSE, or equivalent with at least 5 GCSE Grades A* - C or equivalent (including English and Maths)	A	R			
2	Relevant Level 3 qualifications	A	R			
3	A relevant degree or equivalent professional qualification	A	R			

Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE	
1	Able to safely manage classroom activities, the physical learning space and classroom resources	A	R	I		
2	Understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour	A	R	I		
3	Able to relate to and work with young people, across the ranges of age and ability	A	R	I		
4	Able to ensure that classes follow planned programmes of study under supervision	A	R	I		
5	Knowledge of the education system, including understanding of how students can be helped to make progress in the classroom.	A	R	I		

Experience		ESSENTIAL			DESIRABLE	
1	Previous successful experience of working with children and young people	A	R	I		
2	Experience of working in a secondary setting				A	R
3	Experience and proven ability to use a variety of IT applications, in particular Microsoft Office	A	R			

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE	
1	Excellent communication skills to deal with staff, students and parents, in person, in writing and on the telephone	A	R	I		
2	Able to deal calmly with different situations as they arise	A	R	I		
3	Self-motivated with the ability to work under pressure and be proactive	A	R	I		

4	Excellent organisational skills		R	I			
5	A team player with enthusiasm and commitment			I			
6	Ability to articulate, communicate and support the Christian ethos and values of Bishop Young			I			
7	Commitment to safeguarding students		R	I			

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.