



## Job Description – Learning Manager

<b>Purpose:</b>	To provide stability and continuity and take responsibility for agreed learning activities under an agreed system of supervision for students whose lessons are affected through short-term teacher absence. To establish a purposeful learning atmosphere in a classroom and ensure that student behaviour and learning is managed to the highest standards. To monitor, assess, record and report on students' achievement, progress and development.
<b>Reporting to:</b>	General Operations Manager
<b>Liaising with:</b>	Students during cover periods - whole classes
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	36 hours 40 mins a week, 191 days (term time plus one training day)
<b>Salary</b>	Grade 5, Points 18-23, £31,537 - £34,434 (£26,453 - £29,799 pro rata applied)

### Specific Duties

- Supervise whole classes during the short-term absence of teaching staff, including providing cover for the same teacher for up to ten consecutive school days across their normal timetable.
- Deliver pre-prepared learning activities and ensure students remain engaged in learning throughout the lesson.
- Create and maintain a purposeful, orderly and safe learning environment in which students can complete work set by the classroom teacher.
- Complete class registers accurately and follow school attendance procedures during cover lessons.
- Implement and uphold the school's behaviour and rewards policies, promoting high standards of conduct and engagement.
- Provide feedback to teaching staff regarding student attendance, behaviour, engagement and completion of work during cover lessons.
- Support students with additional needs to access learning activities in line with individual support plans and classroom expectations.
- Use school information systems to record attendance, behaviour and other relevant information as required.
- Liaise with Year Managers and pastoral staff to support behaviour management, attendance and personal learning catch-up activities.
- Support Faculties with administrative duties when not required for cover during the school day.
- Support the development, preparation and organisation of learning resources and materials.
- Undertake routine marking and assessment activities in accordance with school



- policies and under the direction of teaching staff.
- Mount and maintain displays which support learning and celebrate student achievement.
- Undertake break, lunchtime and end-of-day duties as directed.
- Invigilate internal and external examinations in accordance with examination regulations and school procedures.
- Accompany and supervise educational visits and off-site learning activities as required.
- Act as a Personal Learning Guide
- Support the induction, training and mentoring of new Learning Managers and other relevant support staff.

## General Duties

- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies.
- Actively promote the school's vision, values, ethos and Rights Respecting Schools agenda.
- Demonstrate a commitment to inclusion, equality, diversity and anti-discriminatory practice, ensuring equal opportunities for all students and colleagues.
- Build positive and professional relationships with students, staff, parents/carers and external stakeholders.
- Work collaboratively with teaching and support staff to contribute to the achievement of whole-school priorities and improvement objectives.
- Support the development of positive attitudes to learning, high expectations and a culture of achievement across the school.
- Maintain confidentiality at all times and comply with data protection legislation and school procedures.
- Take a proactive approach to health, safety and wellbeing, working with colleagues to identify, minimise and manage risks.
- Work with the General Operations Manager and other colleagues to identify resource needs and contribute to the efficient and effective use of school resources.
- Participate fully in performance management, professional development, training and continuous improvement activities.
- Attend meetings, briefings, training events and school functions as required.
- Comply with all school policies, procedures and codes of practice, including those relating to safeguarding, health and safety, attendance, behaviour management, equality, data protection and staff conduct.
- Undertake such other duties and responsibilities of a similar nature and level as may reasonably be required by the Headteacher.

*Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

***This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.***

***This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.***



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**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: February 2026**

**Headteacher Mr J Cregg**



## Person Specification – Learning Manager

	Essential / Desirable	Application/ Interview
<b>Qualifications</b>		
A*-C (4-9) grade in G.C.S.E. English and Maths 2 GCE Advanced levels or equivalent qualification	<b>E</b>	<b>A</b>
At least one 'A' level or equivalent	<b>E</b>	<b>A</b>
First Aid at work certificate	<b>D</b>	<b>A</b>
Fire Marshal Training	<b>D</b>	<b>A</b>
<b>Experience</b>		
working with children in a school situation	<b>E</b>	<b>A/I</b>
presenting information to a variety of audiences	<b>E</b>	<b>A/I</b>
working in a team	<b>E</b>	<b>A/I</b>
working on your own initiative	<b>E</b>	<b>A/I</b>
using Microsoft office applications – word, outlook, power point and internet access	<b>E</b>	<b>A/I</b>
<b>Skills and Abilities</b>		
build and maintain effective relationships with all students & colleagues	<b>E</b>	<b>A/I</b>
work with students at all levels regardless of specific individual need and to identify learning styles as appropriate	<b>E</b>	<b>A/I</b>
use and interpret data	<b>E</b>	<b>A/I</b>
assist and support colleagues as workload dictates	<b>E</b>	<b>A/I</b>
communicate and listen effectively, verbally and in writing	<b>E</b>	<b>A/I</b>
be organised under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary	<b>E</b>	<b>A/I</b>
be creative	<b>E</b>	<b>A/I</b>
provide small group tuition as part of the school's intervention strategies	<b>E</b>	<b>A/I</b>
make use of I.C.T. to support learning	<b>E</b>	<b>A/I</b>



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set high standards for yourself and the school environment	<b>E</b>	<b>A/I</b>
relate to and promote the ethos of the school	<b>E</b>	<b>A/I</b>
undertake training as required	<b>E</b>	<b>A/I</b>
be punctual	<b>E</b>	<b>A/I</b>
Excellent attendance record	<b>E</b>	<b>A/I</b>
work occasionally out of hours work to support school functions	<b>E</b>	<b>A/I</b>