

Carew Academy Job Description Senior Learning Leader

Purpose of Job

To work under the instruction and guidance of teaching staff to jointly plan learning activities and to deliver learning activities in the classroom on a regular basis, including effective classroom management without direct teacher supervision. To lead learning activities during unstructured times such as break and lunchtimes. To take responsibility for one key area as outlined in the advert for the post.

Specific Duties

Support for Pupils

1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Programmes of Academic and Pastoral Support.
3. Establish constructive relationships with pupils and engage with them purposefully in all aspects of school life.
4. Promote the inclusion of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress, achievement and pastoral care under the guidance of the teacher.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
10. Collaboratively plan learning activities and deliver these in the classroom on a regular basis.
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupils' achievement, progress and pastoral development.
13. Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility.
14. Establish constructive relationships with parents/carers.
15. Administer routine test and invigilate exams and undertake routine marking of pupils' work as required.
16. Supervise and direct the work of Teaching Assistants when leading learning activities.

Support for the Curriculum

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
19. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

20. To take responsibility for one key area of the Schools' work as described in the advert. Current areas of responsibility include: PE resource management, Educational visits facilitator, School transport and travel training, House competitions, Animal management, medical plans, extracurricular clubs and Careers and Work Experience.
21. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Lead learning activities outside of lesson times supporting students in structuring play activities and developing positive friendships.
28. Lead at least one visit or trip for students each academic year.

Supervision Arrangements

Carew Academy will determine supervisions arrangements in line with the management structures and needs of the job.

Safeguarding

Carew Academy is committed to providing equality of opportunity, and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Key Organisational Objectives

The Post-holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.