

JOB DESCRIPTION

Post: Higher Level Learning Partner (HLLP)
Grade: Grade 7 (points 21-25)
Location: Belmont Special School

JOB PURPOSE

To work with class teachers to raise the learning and attainment of pupils.

To promote pupils' independence, self-esteem and social inclusion.

To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the class teacher:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of groups of pupils or whole class
- supervise the activities of groups of pupils or whole class
- take a proactive role in ensuring pupils' safety
- manage challenging behaviour in line with the schools Behaviour Policy
- undertake activities necessary to meet the physical and emotional needs of groups of pupils or whole class, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as a seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by class teacher.
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required) help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- support the class teacher with parental/family communication (diaries, phone calls, parents' evening)
- set up a going out file/useful forms folder/additional folders dependent on class
- support the class teacher with class trips (book lunches/collate money for trips/help organise the day)
- attend weekly department and class LSW meetings and Monday briefings
- be the LP/MDSU team leader within the class, including effective communication and cascading information
- be the point of contact with the Senior LP for the class team
- support the class teacher in completing the lunch register and, in their absence, the class register

- lead when the class teacher has to attend a meeting – e.g. EHCP etc
- cover and lead class teaching as and when appropriate
- direct the work, where relevant, of other adults in supporting learning
- Providing 1:1 support as required for a child with complex needs
- use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- plan how to support the inclusion of pupils in the learning activities

GENERAL DUTIES

- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- represent the school at all times in a professional, positive and helpful way
- be conversant with relevant IT and software, and keep up to date with developments in IT
- participate in the school's appraisal programme
- undertake training where this is appropriate
- contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- be compliant with GDPR

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Class Teacher/Senior Learning Partner/Head of Department/Deputy
Headteacher/Headteacher

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Learning Partners, Senior Learning Partners, Head of
Department, Deputy Headteacher, Headteacher and other professional groups

SPECIAL CONDITIONS

- the post-holder will be expected to take leave entitlement when school is not in session
- occasionally the post-holder may be required to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The postholder is expected to have professional regard for the ethos, policies and practices of the School and Trust and to main high standards as outlined in the Code of Conduct.

Signed:.....(employee)

Print Name:.....(employee)

Signed:.....(HR Officer)

Date:.....

PERSONAL SPECIFICATION - Higher Level Learning Partner (HLLP)

Criteria	Essential	Desirable
Qualifications & experience	- experience of working with children - experience of supporting teaching and learning (under supervision) - one of the following: - HLTA Qualification - Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools. - Level 3 Diploma in Childcare and Education, - other relevant qualifications, at a similar level to the above, may be considered	a willingness to work towards, and pass, (during the 6-month probation period) a qualification not held
Skills & knowledge	- ability to lead a team - good literacy and numeracy skills - good organisational skills - ability to build effective working relationships with pupils and adults - skills and expertise in understanding the needs of all pupils - knowledge of how to help adapt and deliver support to meet individual needs - subject and curriculum knowledge relevant to the role, - and ability to apply this effectively in supporting teachers and pupils - excellent verbal communication skills - active listening skills	- experience of working with pupils with special educational needs (Including both Severe and Profound and Multiple Learning Difficulties) - an interest in continual professional development

	• ability to remain calm in stressful situations • knowledge of guidance and requirements around safeguarding children • good ICT skills, particularly using ICT to support learning • understanding of roles and responsibilities within the classroom and whole school context • understanding of effective teaching methods	
Personal Qualities	• enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupil's wellbeing and equality	• additional skills and interests which would be of benefit to the school
Special conditions	• the post-holder will be expected to take leave entitlement when school is not in session • subject to satisfactory pre-employment checks including Right to Work in the UK • you may be asked to work at other schools within the MAT	

