

JOB DESCRIPTION

POST: Learning Partner (LP6)
GRADE: Grade 6 pts 15 - 20
LOCATION: Willow Primary Academy

JOB PURPOSE

To assist in the smooth and efficient running of the school in accordance with Personal and Professional Guidelines.

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the class teacher or designated supervisor to:

Teaching and Learning Activities

- take responsibility for ensuring appropriate behaviours occur wherever they are at that time in the school. Engage with the children to guide them and resolve issues whether or not they are directly responsible for that child or group of children
- advance learning for individuals, groups and at times a whole class
- supervise groups and on occasion when required, for more prolonged periods, whole classes. Organise and manage learning activities in ways which keep learners safe
- contribute to the development of My Plan, My Plan + and EHCP
- where applicable support individuals with changing clothes, toileting or accessing resources in accordance with the SEND code of practice and disabilities legislation
- take responsibility for resourcing a particular area
- create and maintain an effective, inspiring learning environment
- assist pupils in the use of resources including IT
- use ICT skills to advance learning
- provide appropriate support to individuals/groups where English is not the first language
- recognise and respond appropriately to situations that challenge equality of opportunity
- actively promote inclusion and acceptance throughout the school
- be prepared to cover for class teachers. They will be offered some PPA cover and some emergency supply cover

Planning Expectations

- plan challenging teaching and learning objectives to evaluate and adjust lesson/work plans as appropriate
- monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- provide objective and accurate feedback/reports and evidence as required on pupil achievement, progress, attainment and related issues
- contribute to relevant support plans and any relevant My Plan, My Plan +, EHCP
- implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils (intervention planning, monitoring and evaluation)
- select and prepare resources suitable for pupils interests and abilities
- devise and deliver intervention timetables

- devise clearly structured activities that interest and motivate learners and help to advance their learning
- plan how they will support the inclusion of the children and young people in learning activities. Including children on My Plan, My Plan +, EHCP that maybe on alternative curriculums or timetables
- where applicable plans and uses ICT in learning activities; provide opportunities to develop pupil's competence and independence in its use
- be prepared to provide pastoral support to pupils
- develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils when necessary
- supervise pupils following an alternative timetable/curriculum

Monitoring and Assessment

- assess the needs of pupils and support the learning process
- maintain record keeping systems and processes
- assist the Class Teacher and Leadership Team in tracking progress of individuals and groups
- promote independence and employ strategies to recognise achievement and self-reliance in pupils
- provide feedback to pupils in relation to progress and achievement and inform the class teacher
- when working with SEND pupils, work against the targets set in the My Plan, My Plan +, EHCP
- assess the needs of pupils and contribute to the development of My Plan, My Plan +, EHCP
- administer routine tests
- evaluate learner progress using a range of assessment techniques
- contribute to maintaining and analysing records of pupil's progress

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Classroom Teacher, Headteacher, SEND CO

PRINCIPAL CONTACTS

Pupils, classroom teacher, Head Teacher, SENCO, other classroom assistants, other Professional groups, parents.

SPECIAL CONDITIONS

- this post may involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked 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 is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. 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.

SAND Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Signed:.....(employee)

Printed:.....(employee)

PERSONAL SPECIFICATION
Learning Partner LP6 (Willow Primary Academy)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • A relevant Level 4 or above qualification e.g.: <ul style="list-style-type: none"> - Certificate of NNEB - NVQ Level 3 Childcare in Education - BTEC National Diploma in Childhood Studies - HLTA award - City & Guilds 7321-01 Certificate in Learning Support (plus 3 years relevant experience) - City & Guilds 7321-02 Advanced Certificate in Learning Support GCSE Grade C or above (or equivalent) in English & Maths • Satisfactory evidentiary experience as a Learning Partner or equivalent 	<ul style="list-style-type: none"> • a willingness to work towards and pass (during the 6 month probation period) a qualification not held • experience of working with pupils with special educational needs
Knowledge & skills	<ul style="list-style-type: none"> • ability to lead a team • good literacy and numeracy skills • effective use of ICT for professional purposes including digital photography, internet and word processing • excellent verbal communication skills • active listening 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 pupil needs • subject & curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • ability to remain calm in stressful situations • ability to recognise and deal with stress • appropriately knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	<ul style="list-style-type: none"> • Total Communication • basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities • effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software • an interest in continual professional development

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a 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 pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • ability to relate positively to all pupils and colleagues 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
<ul style="list-style-type: none"> • Physical requirements 	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
<ul style="list-style-type: none"> • Special conditions 	<ul style="list-style-type: none"> • enhanced DBS clearance • subject to satisfactory medical clearance • Right to work in the UK 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car