

*be*  
**brilliant**

**Inclusive Learning Partner - SEND/Specialist Provision**

**Candidate Welcome Pack**



Thank you for your interest in this rare opportunity to join the wonderful our team at John Wycliffe Primary School, Lutterworth - part of Inspiring Primaries Academy Trust!

This vacancy comes at an exciting time as we launch forward from our very positive recent OFSTED inspection to reach for ever more excellence in all that we do.

JWPS is a community school at the heart of our growing market town in rural Leicestershire. As the town is growing, so is our school. We are excited that we were chosen for £1 million in expansion investment and have recently opened our new Whittle Wing learning block to lift our potential capacity to 420 children over the coming years.

Our school has a long tradition of nurture, placing the wellbeing of our children at the heart of school life. When it comes to teaching and learning, we have a very simple ethos: **Be Brilliant!**

If you are looking for a route into education as a profession, are self-motivated and want to train as you work then this apprenticeship may well be the path for you. I understand that choosing an apprenticeship is not always an easy process, so I am more than happy to meet with you ahead of your application so you can ask as many questions as needed to ensure this is the right way forward for your career.



*Ruth Roberts*

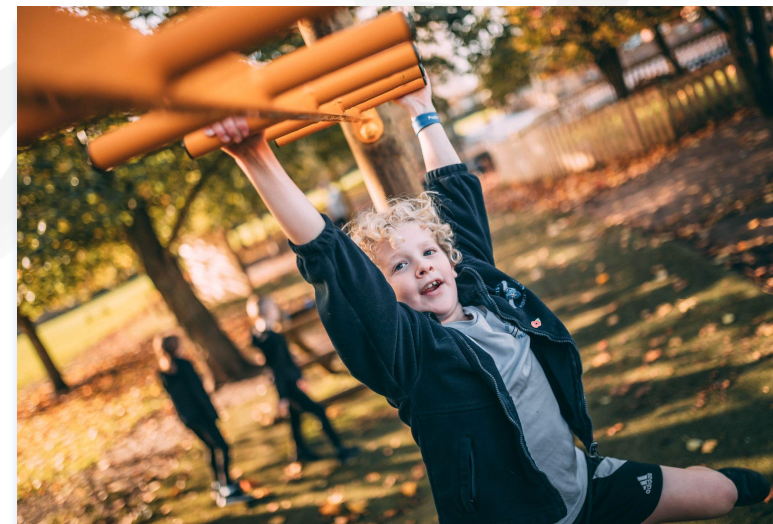
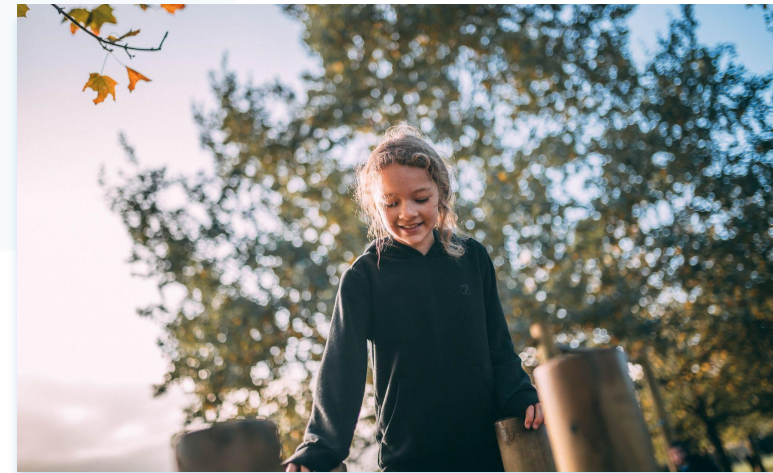
Head of School

## Starting Out in Education

Our school, and our Trust, has a long tradition of developing teaching and learning talent from the earliest stages of careers. Our support staff are pivotal in ensuring that our children maximise their learning experiences on a daily basis.

New starters to the world of education can expect full support to understand daily routines in school, to appreciate the importance of safeguarding regulations and dedicated coaching from one of our experienced Higher-Level Teaching Assistants.

We have a dedicated member of the school's Senior Leadership Team who has responsibility to the development of support staff. This leader meets regularly with support staff as a group, delivers meaningful training to help the team develop and spends time coaching on a one-to-one basis to help each member of our support team to develop a unique pathway for a career in education - if that choice is the right one for individuals.





## Inclusive Learning Partner

Traditionally in Primary schools, support staff have either been Learning Support Assistants (LSAs) or Teaching Assistants (TAs).

At Inspiring Primaries Academy Trust, we are breaking new ground to recognise the changed environment that our support staff now work in. The national increase in children with a wide range of additional needs demands that we change how we work. With that in mind, we have created this training opportunity for an Inclusive Learning Partner apprenticeship.

Inclusive Learning Partner Apprentices (ILPAs) will work alongside the classroom teacher to deliver the appropriate bespoke support to children who need it. At times this may be giving one to one support but for the majority of the time they work with small groups of similar learners.

Primarily the role is to ensure that rather than being sidelined or in any way excluded from learning, our children with additional needs access the same challenging curriculum as their peers and make progress in their learning every single day!



**Adam Watson**  
Chief Executive Officer  
Inspiring Primaries Academy Trust

Welcome and thank you for your interest in joining Inspiring Primaries Academy Trust.

At Inspiring Primaries, we are unapologetically ambitious - for our pupils, our schools, and the communities we serve. We believe that every child deserves the very best start in life, and that belief drives everything we do.

Our Trust is built on strong values, a deep sense of collaboration, and an unwavering commitment to improving life chances. As a family of schools, we work closely together to support one another, sharing expertise and investing in our people so that every colleague can thrive and be the very best they can be in their role.

By joining Inspiring Primaries, you will become part of something bigger than a single school - you will be part of a supportive, forward-thinking community that places children and families at its heart. Every role within our Trust plays a vital part in shaping positive futures, and we recognise and value the contribution of every member of our team.

We are also proud of the role our schools play within their local communities. We strive to ensure that each school is not only a place of learning, but a valued and trusted asset that makes a meaningful difference to the lives of children and their families.

This is an exciting time to join us. We are looking for individuals who share our vision, our energy, and our commitment to excellence - people who are passionate about making a difference and who want to be part of a Trust that truly works together.

If this resonates with you, we would be delighted to hear from you and to welcome you into our community.

☎ 01455 552343

✉ enquiries@ipat.uk

📍 Inspiring Primaries Academy Trust,  
Company Number 08540699, Registered  
UK Address: Church Lane, Gilmorton,  
Leicestershire, LE17 5EU



## Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

# Inclusive Learning Partner Job Description

<b>Job Title:</b>	Inclusive Learning Partner - SEND / Specialist Provision
<b>Grade:</b>	6
<b>Initial Location:</b>	John Wycliffe Primary School, Lutterworth
<b>Responsible To:</b>	Executive Principal, Head of Teaching & Learning and SENDCo.
<b>Responsible For:</b>	Delivering inclusive learning for children with additional needs within mainstream classrooms.
<b>Key Relationships / Liaison With:</b>	School Leadership Team

## Job Purpose:

- To work with class teachers to plan and deliver effective support & interventions for children who need it.
- To gain increasing knowledge of each individual child and adapt the support offered accordingly.
- To raise standards of pupil attainment and to accelerate pupil progress., with full support from school leadership including the SENDCo.
- To seek out and access professional learning opportunities to improve outcomes for pupils, disseminating learning where appropriate.
- To build positive relationships across the school.
- To be the difference in what our most vulnerable children achieve!

# Inclusive Learning Partner Job Description cont.

## Main Duties and Responsibilities related to Teaching & Learning:

- Prepare learning activities to individuals and groups of pupils under the overall direction & supervision of a qualified teacher, differentiating & adapting learning programmes to suit the needs of the allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

## Main Duties and Responsibilities related to SEND provision:

- Provide tailored support in one of the four areas of SEND need:
  - Communication and interaction
  - Cognition and learning
  - Social, Emotional and Mental Health difficulties
  - Physical and sensory needs
- To work under the direct supervision of the SENDCo, and HLTA where relevant, utilising foundational planning from Class Teachers, to deliver small group or 1-2-1 non core subject sessions with children who have SEND or additional identified needs.
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), & to these plans / EHCP targets for the children in such sessions so that rapid progress is made in those targets being achieved.

## Inclusive Learning Partner Job Description cont.

### Main Duties and Responsibilities related to SEND provision (Cont...):

- To take responsibility for pupil performance and behaviour in these sessions, taking direct action as appropriate in line with relevant school policies in order to support learning or to correct unwanted behaviour.
- To prepare and support the use of learning materials taking into account the varying needs of the children being supported.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.

### OTHER DUTIES & RESPONSIBILITIES ASSOCIATED WITH THE POST include but are not limited to:

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
- Develop positive working relationships with colleagues & to work effectively as a member of the school & Trust staff team.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Escort and supervise pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist pupils with eating, dressing and hygiene (including toileting), as required, whilst encouraging independence. (only when specific training has been given)
- To help prepare, monitor & maintain a safe & secure learning environment for pupils & staff.
- To prepare and utilise ICT resources to support pupils' learning.
- To support, as appropriate, in instances where pupils are unwell whilst at the school (only when specific training has been given)

## Inclusive Learning Partner Job Description cont.

### Special Factors:

The postholder may be required to be deployed in any phase within school, including EYFS and Alternative Provisions without prior notice of change of deployment to allow sickness absences and planned absences to be accounted for.

The postholder may be required, with four weeks notice of change of deployment, to work in an alternative school across the Trust for a period of time determined by the needs of the children in that school. For the period of redeployment, the new school will be considered the place of work for the post holder.

The postholder will participate in coordinated training in one of the four main areas of SEND (Cognition & Learning; Social, Emotional & Mental Health; Communication & Interaction and Sensory and/or Physical Difficulties including Autism) with a view to participation in a Trust-wide group of specialists who can support across the Trust's schools. Where possible, this training will be scheduled during working hours but may fall outside of these. A minimum of two weeks notice will be given to ensure attendance.

The postholder will be required to attend, from time to time, additional training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a DBS enhanced check (without a barred list check) is an essential requirement.

## Inclusive Learning Partner Job Description cont.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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# Inclusive Learning Partner Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Enhanced DBS clearance (can be obtained by the Trust if not already in place)</li> <li>Right to work in the UK</li> <li>Unswerving commitment to implementing school / trust policies relating to the safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at safeguarding training</li> <li>Ability to support, contribute to and further develop whole school approaches to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>Application form and letter</li> <li>References</li> <li>Interview questions</li> <li>Required documentation</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 2 in Supporting Teaching and Learning, or equivalent</li> </ul> <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p>	<ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview questions</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting teaching and learning in a formal setting</li> </ul>		<ul style="list-style-type: none"> <li>Application form and letter</li> <li>References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of child protection and health and safety procedures.</li> </ul>		<ul style="list-style-type: none"> <li>Application form and letter</li> <li>References</li> </ul>

# Inclusive Learning Partner Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
<b>Ethos</b>	<ul style="list-style-type: none"> <li>• Strives for personal excellence</li> <li>• Understands the importance of enabling children to be happy and confident learners</li> <li>• Is clear about what contribution they could make to enhancing the current ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the aims of the school / Trust</li> <li>• Demonstrates commitment to ongoing professional development and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and letter</li> <li>• Interview questions</li> <li>• References</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to undertake professional development.</li> <li>• Exceptional interpersonal skills.</li> <li>• Empathy with children and young people.</li> <li>• Ability to work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Track record of working positively in a team of professionals supporting the learning of children with SEND.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and letter</li> <li>• Interview questions</li> <li>• References</li> </ul>
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and letter</li> <li>• Interview questions</li> <li>• References</li> </ul>

# Inclusive Learning Partner Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
<b>Factors not already covered</b>	<ul style="list-style-type: none"><li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li></ul>		<ul style="list-style-type: none"><li>• Medical questionnaire</li></ul>

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# Ready to apply?

If our school and our Trust is right for you  
then we want to hear from you!

## To Book A Visit:

Ring **01455 553135** during school hours  
and ask for Ruth Roberts, Headteacher.

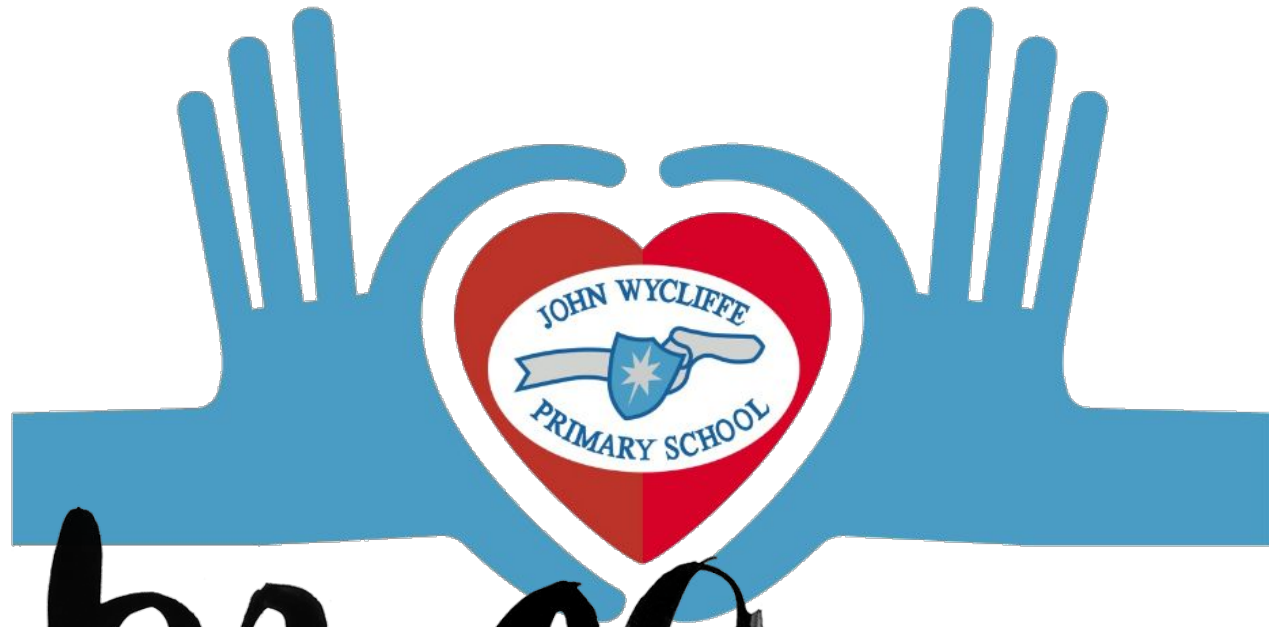
## To Apply:

Visit the school website at

[www.johnwycliffeprimaryschool.co.uk](http://www.johnwycliffeprimaryschool.co.uk)

or email [johnwycliffe@ipat.uk](mailto:johnwycliffe@ipat.uk)





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