

JOB DESCRIPTION

POST: Learning Partner (LP4)
GRADE: Grade 4 pts 7 – 10
LOCATION: Willow Primary Academy

JOB PURPOSE

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

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning Activities

- follow School Behaviour Policy
- promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
- ensure pupils remain on task using initiative and strategies advised by the class teacher
- support individuals and group work assigned by the teacher in raising core skills
- whilst supporting:
 - ensure learning has taken place when working with individuals
 - ensure learning has taken place when working with groups
- supervise and provide particular support for all pupils, ensuring their safety and access to learning activities
- support all children including those with a My Plan, My Plan + and EHCP
- support children to access and use resources, including IT
- In some cases, supervise individuals and groups with moving around the school, toileting or changing clothes
- assist the teacher in keeping resources tidy and accessible
- help to create and maintain an effective, inspiring learning environment
- support the use of ICT in learning activities and develop pupil's competence and independence in its use
- include all children in the learning activities
- be prepared to provide pastoral support to pupils
- follow planning set by the class teacher when leading interventions, for example phonics interventions
- follow structured activities planned by the class teacher to ensure pupils met the expected outcomes
- to provide appropriate support to individuals/groups where English is not the first language.
- provide emergency cover supervision for a group or class, under the direction of the Head Teacher or other designated member of staff during the unplanned short period of time (Up to 1 day) e.g. whilst the teacher engages with a parent/another member of staff, unplanned meeting or sickness (this list is not exhaustive)

Planning Expectations

- contribute to curriculum planning
- discuss with the class teacher their role in learning activities, expected outcomes and progress to be made

- read 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 groups)
- help the class teacher to prepare learning resources. Contribute ideas that reflect pupils' interests and abilities

Monitoring and Assessment

- provide regular feedback to teachers on pupil achievement, progress and problems
- show awareness of a pupil's achievements and progress; follow systems for reporting back to the class teacher
- monitor pupil's responses to learning activities and record achievement/progress as directed
- when working with SEND pupils, feedback on the needs of pupils and begin to contribute to the development of My Plan, My Plan +, EHCP
- administer routine tests with supervision of the class teacher
- pass forward information to the class teacher to inform pupils' records (e.g. assessment information)
- under the guidance of the class teacher undertake routine marking in line with school policy for individuals, groups that you work with

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 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.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSONAL SPECIFICATION
Learning Partner LP4 (Willow Primary Academy)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • GCSE Grade C or above (or equivalent) in English and Maths • NVQ in Child Care Level 2 or above • experience of working with children • experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> • current First Aid qualification • current Manual Handling certificate • current Team Teach certificate • current Food Handling & Hygiene qualification • current MiDAS certificate • NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare • Social Work (where the qualification is regarded as directly relevant to the needs of the job) • Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) • Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) • other relevant qualifications, at a similar level to the above, may be considered • experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)
Knowledge & Skills	<ul style="list-style-type: none"> • 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 	<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

	<ul style="list-style-type: none"> • skills and expertise in understanding the needs of all pupils • knowledge of how to help adapt and deliver support to meet individual pupil needs • 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 	
Personal Qualities	<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
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
Special conditions	<ul style="list-style-type: none"> • enhanced DBS clearance • subject to satisfactory medical clearance 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car