



## **JOB DESCRIPTION**

<b>POST:</b>	Senior Higher Level Learning Partner
<b>CONTRACT:</b>	Permanent
<b>HOURS:</b>	32.5 per week
<b>LOCATION:</b>	Belmont School
<b>GRADE:</b>	Grade 8 ( points 26-30)
<b>RESPONSIBLE TO:</b>	Senior Leadership Team
<b>RESPONSIBLE FOR:</b>	HLLPs, LPs and Apprentice LPs

### **JOB PURPOSE:**

Assisting the Senior Leadership Team in managing and supporting all Higher Level Learning Partners (HLLPs) and Apprentice LPs.

### **MAIN DUTIES & RESPONSIBILITIES**

- Provide cover for teachers and LPs as directed by the Deputy Head and/or Cover Coordinator
- Manage challenging behaviour in line with the school's 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
- Undertake any other tasks deemed suitable for a HLLP as directed by SLT
- Line manage other HLLPs
- Welcome newly appointed HLLPs and LPs and assist with their Induction.
- Carry out all induction and probation meetings for LP's following the Trust's probation and induction programme.
- In the absence of the Deputy Head, liaise with the cover organiser to resolve any cover issues on a day-by-day basis.
- Support the Middle Leadership Team (MLT) to record, assist and feedback conflict within the support staff team.
- Work creatively to support LPs as required when requested by class teams or MLT
- Organise and lead meetings of the whole LP team, or groups within the team as appropriate.
- Act as a point of liaison for Learning Partners, visiting classes, attending meetings as their representative and disseminating information.
- Support HLLPs, LPs and Apprentice Health and Wellbeing.
- Create Wellness Action Plans for LPs and HLLPs and support them with their implementation.
- Assist/support individual LPs who have difficulties or concerns relating to their work, pupils or colleagues across the whole school.
- Draw up support plans where necessary and meet with LPs regarding their plans as required.
- Act as a mediator, when required, supporting and advising LPs who are having difficulties with their team or an individual and helping the whole team to resolve any differences.



- Support Teachers with the Performance Review process for LPs as required.
- Prioritise training needs in liaison with the Deputy Head.
- Deliver training for LPs, as required, under the direction of SLT.
- Be involved in the interview process for Grade 4 & Grade 6 LPs (e.g. assisting with short-listing, acting as interview panel members or observers at interview, contributing to the interview panel's deliberations, or providing appropriate and constructive feedback to any unsuccessful candidates.
- Assist LPs with risk assessment process as required.
- Host school visit & tours.

### **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**

HLLPs, LPs, Apprentice LPs and Visitors

### **SUPERVISION RECEIVED**

Headteacher/Senior Leadership Team

### **PRINCIPAL CONTACTS**

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

### **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.
- The post-holder could be asked to accept line management responsibilities for any underperforming LP's who need additional support
- The post-holder will be encouraged to undertake first aid training

### **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.

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed.

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 maintain high standards as outlined in the Code of Conduct.

Signed:.....(employee)

Print Name:.....(employee)

Signed:.....(HR Manager)

Date:.....



**PERSON SPECIFICATION**

Criteria	Essential	Desirable
Qualifications, skills &	<ul style="list-style-type: none"> <li>Qualified Learning Partner status e.g. Level 3 (Teaching and Learning), NNEB, QTS. Level 3 Certificate in Supporting Teaching and Learning in Schools. Level 3 Diploma in Childcare and Education,</li> <li>HLTA Status</li> </ul>	Willingness to undertake first aid training and training in medical administration, epilepsy support and anaphylaxis care.
Experience	<ul style="list-style-type: none"> <li>Recent, significant &amp; successful and relevant leadership and management experience.</li> <li>A clear understanding of the needs of pupils with a wide range of special educational needs.</li> <li>Recent &amp; relevant training.</li> <li>Experience working as part of a large team.</li> <li>Ability to deal appropriately with issues of concern.</li> <li>Ability to carry out specific responsibility without supervision.</li> <li>Commitment to relevant training (e.g. moving and handling; Total Communication)</li> <li>Recent and relevant safeguarding training and a willingness to undertake Level 3 safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 years' experience working in a SEND setting.</li> </ul>
Additional Skills	<ul style="list-style-type: none"> <li>Able to maintain confidentiality in all circumstances.</li> <li>Able to establish effective relationships with those working in the MAT.</li> <li>Supportive and helpful attitude to all staff, families and identified stakeholders.</li> <li>The communication skills needed to provide clear and accurate information and well-informed advice.</li> <li>The ability to identify with the Trust's values and principals.</li> </ul>	



	<ul style="list-style-type: none"> <li>The ability to demonstrate a commitment to the wider work of the Trust.</li> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>the postholder may be asked to support, and work, at other schools within the MAT.</li> </ul>	

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(HR Officer)

Date:.....