

JOB DESCRIPTION

POST: Learning Partner (LP4)
GRADE: Grade 4 pts 7 – 10
LOCATION: Paternoster School

JOB PURPOSE

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 classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, 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 seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- 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
- participate in the school's appraisal programme

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Principal, Headteacher/Principal

PRINCIPAL CONTACTS

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

SPECIAL CONDITIONS

This post is term time only and the postholder will be expected to take all holidays during designated school holidays.

The postholder may be asked to work at other schools within the MAT.

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.

Signed:.....(employee)

Print name:.....(employee)

Signed:.....(HR Officer)

Date:.....

PERSONAL SPECIFICATION

Learning Partner (LP4)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • 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)

<p>Knowledge & skills</p>	<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 • 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 	<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"> • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	
<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 • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
<p>Physical requirements</p>	<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
<p>Special conditions</p>	<ul style="list-style-type: none"> • occasional out of school hours working • enhanced DBS clearance • subject to satisfactory medical clearance • holidays must not be taken during term time • you may be asked to work at other schools within the MAT 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car