

## JOB DESCRIPTION

**POST:** Learning Partner (LP6)  
**GRADE:** Grade 6 pts 15 – 20  
**LOCATION:** The Milestone School

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### 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
- support the class teacher in managing challenging behaviour in line with the school's Behaviour Policy
- 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
- support the class teacher with parental/family communication (diaries, phone calls, parents' evening)
- setting up a going out file/useful forms folder/additional folders dependent on class
- support the class teacher with class trips (book lunches/collate money for trips/help organise the day)
- attend department and class meetings/briefings when required
- support the class teacher in completing the lunch register and, in their absence, the class register
- lead the class when the class teacher is in a meeting
- (optional) lead the class when the class teacher is absent from work. If you choose to lead, you may claim an additional payment for either half or a whole day.

## **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.

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 main high standards as outlined in the Code of Conduct.

## **PROFESSIONAL DEVELOPMENT**

- Take responsibility for identifying and undertaking appropriate and regular CPD to maintain own knowledge and improve practice
- Undertake any accredited qualifications relevant to the role
- To take part in the Trust performance management programme.

## **QUALIFICATIONS**

Level 3 Teaching Assistant or other relevant qualification (please refer to the Person Specification).

## **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 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.

Signed:.....(employee)

Print name:.....(employee)

Signed: ..... (HR Advisor)

Date:.....

**PERSONAL SPECIFICATION**  
**Grade 6 Learning Partner (LP6)**

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>Level 3 and above of the following qualifications: -               <ul style="list-style-type: none"> <li>- Teaching Assistant</li> <li>- Childcare</li> <li>- Learning Support</li> <li>- Teaching</li> <li>- NNEB, CACHE Diploma in Nursery Nursing or BTEC</li> <li>- Social Work (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>- Physio &amp; Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>- Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job)</li> <li>- other relevant qualifications, at a similar level to the above, may be considered</li> </ul> </li> <li>experience of working with children</li> <li>experience of supporting teaching and learning (under supervision)</li> </ul>	<ul style="list-style-type: none"> <li>a willingness to work towards and pass (during the 6-month probation period) a qualification not held</li> <li>experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>ability to lead a team</li> <li>good literacy and numeracy skills</li> <li>effective use of ICT for professional purposes including digital photography, internet and word processing</li> <li>excellent verbal communication skills</li> <li>active listening skills</li> <li>ability to build effective working relationships with pupils and adults</li> <li>skills and expertise in understanding the needs of all pupils</li> <li>knowledge of how to help adapt and deliver support to meet individual pupil needs</li> <li>subject &amp; curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>ability to remain calm in stressful situations</li> </ul>	<ul style="list-style-type: none"> <li>Total Communication</li> <li>basic knowledge of policies and procedures relating to safeguarding children, health, safety, security &amp; equal opportunities</li> <li>effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software</li> <li>an interest in continual professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• ability to recognise and deal with stress appropriately</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• understanding of roles and responsibilities within the classroom and whole school context</li> <li>• manage information in a confidential manner</li> <li>• manage &amp; prioritise workload</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• enjoyment of working with children</li> <li>• sensitivity and understanding, to help build good relationships with pupils</li> <li>• a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding pupils' wellbeing and equality</li> <li>• ability to remain calm under pressure</li> <li>• enthusiasm</li> <li>• patient &amp; empathetic</li> <li>• a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> </ul>
Physical requirements	<ul style="list-style-type: none"> <li>• good level of general health</li> </ul>	<ul style="list-style-type: none"> <li>• ability to 'move and handle' young children and equipment as required under 'Moving &amp; Handling' legislation</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• this post may involve working some flexible hours on a planned basis</li> <li>• this post is term time only including INSET days</li> <li>• the post-holder will be expected to take holidays when the school is not in session</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• a current full, driving licence and use of own car</li> </ul>