



JOB DESCRIPTION

Job Title:	Learning Champion (with supervisory responsibility)
Salary:	TPAT Point 8
Responsible to:	Headteacher / SENCO / Head of Department / Teaching Staff
Direct Supervisory Responsibility for:	Teaching Assistants
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

Under the guidance of the SENCO and within an agreed system of supervision:

- Support the preparation of reports and returns for annual reviews;
- Provide support to the SENCO / DSL as required;
- Undertake appropriate planning and preparation of sessions for individuals, small groups and whole classes to cover PPA;
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children / young people, including those pupils with special educational, physical or emotional needs (eg dyslexia, autism, secondary maths, secondary english, hearing impaired, THRIVE, TIS etc);
- Deliver agreed sessions and learning experiences to individuals and groups as required;
- Assess the development, progress and attainment of pupils and report on this to the responsible teacher as appropriate;
- Supervise and performance manage a team of Teaching Assistants, ensuring high standards of teaching support are maintained, where required.

Main Duties and Responsibilities:

- To liaise with the Exams Officer to ensure pupils with exam modifications are catered for [as appropriate].
- To be the point of contact for staff with concerns about identified pupils and to offer support, strategies and guidance as appropriate.
- To 'troubleshoot' in classrooms where identified pupils are not making progress and to offer advice on strategies that may overcome barriers as appropriate.
- To deliver training within areas of expertise to small groups of teachers and / or TAs within the school as required.
- Complete data entry to support intervention plans.
- To assist individuals and groups of pupils in developing learning skills to enable them to develop independence in learning.
- To be the point of contact for identified pupils to help them overcome concerns within school.

- To establish supportive relationships with the pupils concerned and to encourage knowledge, acceptance and inclusion of all pupils.
- To develop methods of promoting and reinforcing the self-esteem of pupils within your care.
- To be responsible for maintaining a bank of specific materials and resources to support the delivery of curriculum / wellbeing activities and give advice on their effective use.
- To assist with group / whole class activities within and away from the classroom or school, such as educational visits.
- To assist in the development of learning passports to ensure targets are realistic and achievable based on your knowledge of the learning difficulty.
- To communicate with other agencies / professionals, in liaison with the teacher, to support achievement and pupil progress.
- To be aware of confidentiality issues linked to home / pupil / teacher / school and to ensure the confidentiality of such sensitive information.
- Where required, to supervise and manage a team of Teaching Assistants ensuring the highest standards of teaching support are maintained. Supervisory and management duties will include:
 - Providing advice and guidance to promote improvements in current practice;
 - Provide induction and job familiarisation training for new staff;
 - Undertaking appraisals and training needs analyses with Teaching Assistants to ensure continued self-development of staff and updated skills;
 - Liaising with teachers and co-ordinators with regard to devising appropriate work programmes for Teaching Assistants;
 - Directing Teaching Assistants when they are working under your direct supervision.
- To act as a mentor to teaching assistants in the development of teaching support skills and to transfer specialist expertise and skills.
- To hold regular team meetings ensuring effective communications for teaching support staff.
- To manage the deployment and recruitment of teaching support staff in consultation with teaching staff Heads of Department and the SLT.
- To carry out administrative tasks associated with all of the above duties.
- To attend staff meeting, school-based INSET and specialist training as required.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.