

## Education South West: Teign School

### Job Description

### Learning Coach

<b>Grade</b>	Grade C, scp 5 to 7:- <ul style="list-style-type: none"><li>• £24,790 to £25,584 (full-time equivalent)</li><li>• £17,135 to £17,684 (actual pay range - approximately for 30 hrs/wk, 39 wks/pa)</li></ul>
<b>Responsible to</b>	Special Needs Co-ordinator
<b>Hours of work</b>	30 hours per week, 39 weeks per annum ie term-time plus five days Your working times within these hours will be notified to you by your Line Manager
<b>Revision</b>	December 2024

#### Main Purpose of the Post

To take a pro-active role in the support of the educational, social and physical needs of the students; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

#### Duties and responsibilities:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
2. To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students
3. To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use
5. To assist with lunch and break time supervision of children
6. To accompany children on educational visits and outings as supervised by a teacher
7. To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Assistant Headteacher as appropriate

8. To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information
9. To supervise an individual or small group of children under the overall control of a teacher
10. To meet the mobility needs of the student assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
11. To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holder's training and school policies and procedures
12. To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills
13. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required
14. To carry out administrative tasks associated with all of the above duties
15. To remain aware and work within all relevant school working practices, policies and procedures
16. To attend staff meetings and school-based INSET as required.
17. The post holder is responsible for his/her own self-development on a continuous basis
18. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Single Equality Scheme and Code of Conduct as well as national legislation (including Health and Safety, Data Protection)
20. To undertake other duties appropriate to the grading of the post as required
21. To maintain confidentiality of information acquired in the course of undertaking duties for the department

## Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) and subsequent Health and Safety legislation
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.*

**Signed**

Executive Headteacher

**Signed**

Postholder

**Date**

**Date**