

## **JOB DESCRIPTION**

**POST:** Learning Partner (LP4)  
**GRADE:** Grade 4 pts 7-10  
**LOCATION:** Special Schools -Battledown Centre for Children & Families

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
- contribute to the management of pupil behaviour and supporting pupils during learning activities, acting as a role model
- 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.
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- assist with 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, following appropriate training
- assist with preparing classroom resources as reasonably requested by the class lead
- 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
- understand and respect the school's ethos of family support

### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to represent the school at all times in a professional, positive and helpful way
- to respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- attend and contribute pro-actively to meetings
- To review and develop your own professional practice by continuing to develop
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant person
- 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

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Senior Learning Partner/HLTA/Teacher/Deputy Headteacher/Headteacher

**PRINCIPAL CONTACTS**

Pupils, Parents, Teachers, Deputy Headteacher, Headteacher 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.

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Signed:.....(employee)

Signed : .....(HR Manager)

Date:.....

**PERSONAL SPECIFICATION**  
**LP4 (Grade 4 pts 7 – 10)**

Criteria	Essential	Desirable
<b>Qualifications/ training</b>		<ul style="list-style-type: none"> <li>• current First Aid qualification</li> <li>• current Manual Handling certificate</li> <li>• current Team Teach certificate</li> <li>• current Food Handling &amp; Hygiene qualification</li> <li>• current MiDAS certificate</li> <li>• NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare</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>
<b>Experience</b>	<ul style="list-style-type: none"> <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>• experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)</li> </ul>
<b>Knowledge/ skills &amp; abilities</b>	<ul style="list-style-type: none"> <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>• ability to remain calm in stressful situations</li> <li>• ability to recognise and deal with stress appropriately</li> <li>• knowledge of guidance and requirements around safeguarding children</li> </ul>	<ul style="list-style-type: none"> <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> <li>• TEACCH</li> <li>• Communication systems, i.e. signing</li> </ul>

	<ul style="list-style-type: none"> <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>	
<b>Personal qualities</b>	<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>
<b>Physical requirements</b>	<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>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• occasional out of school hours working</li> <li>• enhanced DBS clearance</li> <li>• subject to satisfactory medical clearance</li> <li>• holidays must not be taken during term time</li> <li>• you may be asked to work at other schools within the MAT</li> </ul>	<ul style="list-style-type: none"> <li>• a current full, driving licence and use of own car</li> </ul>