JOB DESCRIPTION

POST: Learning Partner (LP4)
GRADE: Grade 4 pts 7 – 10
LOCATION: Special Schools

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
- 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

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

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 Manager)

Date:…….

PERSONAL SPECIFICATION
Learning Partner (LP4) (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	• experience of working with children • experience of supporting teaching and learning (under supervision)	• 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)
Knowledge & skills	• 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 • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload	• 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

Personal qualities	• 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	• additional skills and interests which would be of benefit to the school
Physical requirements	• good level of general health	• ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Special conditions	• 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	• a current full, driving licence and use of own car