

## Job description

**Post:** Communications Learning Partner (CLP)

**Grade:** F (scale point: 17 – 22)

**Contracted hours:** 30 hours

- 18 hours (C&I) 1:1 EHCP (based on the child remaining at the school and or the number of hours received)
- 2.5 hours lunch provision
- 9.5 hours Communication, Speech and Language R-Y6

### **Overview:**

The school's team of support staff represent a key educational resource. During the course of their daily work, support staff will primarily provide support for the pupil/pupils and for the teacher. However, there will be times where they will work to promote the wider curriculum as well as whole school policies and guidelines.

### **1. Job purpose and scope:**

- a. To support individuals and/or groups of pupils, including more specialised support for those with specific targets, taken account of any plan that they are on.
- b. In liaison with the SENDco and Deputy Head develop a holistic approach to meeting the needs of SEN children to make good progress.
- c. Foster the participation of children in the social and academic processes of the school
- d. Help raise standards of achievement for all children
- e. To monitor progress of SEN children within the curriculum area and advise on strategies to support pupils' progress

### **2. Organisational relationships**

- a. Responsible to the Deputy Head but works to and with the SENDCO, Phase leaders and teachers on a day to day basis according to timetable
- b. To maintain professional relationships with all staff, parents and children
- c. To know and apply school policies on Safeguarding and Child Protection, Health and Safety, Behaviour , Teaching and Learning and Equal Opportunities

### **3. Main duties and responsibilities:**

- a. Plan appropriate tailored lessons and resources to support SEN children, ensuring that what is planned meets the needs of their current targets, taken account of any plan that they are on.
- b. Undertake and engage in activities including that of break and lunch times necessary to meet the needs of all children
- c. Encourage children to interact with others and engage in activities led by teachers
- d. To help children develop resilience and independence, both learning in lessons and forming positive relationships with peers and staff
- e. Provide feedback to children in relation to progress and achievement
- f. Track and communicate the progress of SEN interventions for individuals reporting to key staff when and where appropriate
- g. Attend and or provide reports to My plan, My plan+ and EHCP reviews on the progress of specific targets
- h. Set high expectations of conduct whilst acting as a role model

#### **4. Support for teachers**

- a. To work with core leaders and teachers to develop differentiated resources and teaching approaches for individuals and or groups of children with SEN
- b. Release the teacher to work with or attend meetings directly linked to the progress of children by supporting the class against plans produced by the teacher
- c. Undertake certain aspects of lesson preparation as mutually agreed with the Class Teacher. This may include the resourcing of a lesson using the school's stock of learning resources; the making of appropriate resources; use of the photocopier etc.
- d. Undertake display work both within the classroom and in other areas as mutually agreed by the class teacher and Head Teacher

#### **5. Support for the curriculum**

- a. Assist the implementation of lesson planning across other curriculum subjects as necessary.
- b. Undertake structured and agreed learning activities programmes, adjusting activities according to pupil responses, including undertaking English and Maths programmes, recording achievement and progress and feeding back to appropriate staff
- c. Understand and ensure appropriate organisation/use of the classroom, equipment and resources, including supporting the use of ICT in learning activities and developing pupils' competence in its use

#### **6. General duties**

- a. Accompany groups of pupils/individual pupils on school trips led by teachers
- b. Where delegated responsibility for pupils off-site under supervision of teachers ensure that full risk assessment procedures are in place
- c. Carry out duties with the due regard to the school's policies
- d. Participate in training and other learning activities required and to participate in appraisal and professional development
- a. To contribute to the professional development of other support staff (e.g. sharing training experience and skills)
- b. Carry out First aid duties and resourcing as required by the school and investigate/collate incidences as and when needed
- e. Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher, Deputy Head Teacher, SENDco or Class Teacher when necessary