

### LEARNING PARTNER

<b>Grade:</b>	D/3 and F/5 Please note this job description includes duties for both D grade and F grade Learning Partners. F grade requirements are included in red.
<b>Responsible to:</b>	Teachers/Middle Leaders/Phase Leaders
<b>Liaises with:</b>	Other staff as appropriate

#### Job purpose and Scope

Under the instruction/guidance of the Class Teacher and/or other staff to enable access to learning for pupils and to assist the teaching staff in the management of pupils. Work may be carried out in the classroom or in other teaching areas

### JOB DESCRIPTION

#### Main duties and responsibilities

##### D and F grade Requirements include:

- To support individuals or groups of children.
- Help to raise standards of achievement for all pupils
- Provide a 'listening ear' to individual children's concerns and refer these concerns to the Class Teacher or Head Teacher as appropriate.
- Assist the school Pastoral Team and school staff to implement Social, Emotional and Mental wellbeing learning targets
- Follow appropriate programmes to meet the needs of individuals and groups of children
- Undertake and engage in activities including that of break times to meet the wellbeing of individuals and groups of children
- Act as a mentor to all children
- Support individual children using a range of de-escalation skills and where necessary physical intervention in schools (following training)
- Encourage children to interact with others and engage in activities led by teachers
- To help children develop resilience and independence, both learning in lessons and forming positive relationships with peers and staff
- Provide feedback to children in relation to progress and achievement under the direction and guidance of teachers
- Set high expectations of conduct whilst acting as a role model
- Mark children's work where appropriate

**F grade Requirements include above and:**

- *Plan or follow appropriate programmes to meet the needs of individuals and groups of children*
- *Assist with the development and implementation of individual Education/Behaviour/Care plans*
- *Track the progress of interventions for individual or groups of children and report to the Middle Leader, SENDCO, or class teacher where appropriate*
- *In liaison with the Class Teacher, develop a holistic approach to meeting children's needs, enabling pupils to make good progress by working with teachers and other staff*
- *To monitor progress of special needs pupils within the curriculum area and advise on strategies to support pupils' progress*

**Support to Teachers**

**D and F grade Requirements include:**

- To work with core leaders and teachers to develop differentiated resources and teaching approaches for individuals and or groups of children
- Provide cover supervision of children to release the Class Teacher to work with groups of children and attend specific meetings.
- To attend year group meetings and any related subject-based CPD
- Assist the Class Teacher with planning of activities for individuals and or groups of children

**F grade Requirements include above and:**

- *Provide cover supervision to release the Class Teacher to work with groups of children, attend specific meetings and to occasionally cover PPA*

**Support for the curriculum**

**D and F grade Requirements include:**

- Deliver intervention programmes and any other identified group or individual learning support needs
- Undertake structured and agreed pastoral/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
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources e.g; lesson resources, photocopying, gluing in books and supporting the use of ICT in learning activities and developing pupils' competence in its use
- Undertake display work both within the classroom and in public areas allocated to the class as agreed by the Class teacher
- Undertake further assessment of pupil progress as agreed with the Class Teacher. This may include the marking of simple assessments.

**F grade Requirements include above and:**

- *Plan and deliver intervention programmes and any other identified group or individual learning support needs*

## Organisational Relationships

### D and F grade Requirements include:

- Responsible to the Phase Middle Leader but works to and with the SENDCO, Phase leaders and teachers on a day to day basis according to timetable
- With reference to the Middle Leader, to liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.

## Other duties

- D and F grade Requirements include:
- Accompany groups of pupils/individual pupils on school trips led by teachers
- Where delegated responsibility for pupils off-site under supervision of teachers ensure that full risk assessment procedures are in place
- Be trained and provide first aid to children

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	
<ul style="list-style-type: none"> <li>• Good standard of Literacy and Numeracy</li> <li>• Appropriate qualification at NVQ Level 2 or equivalent (D grade)</li> <li>• Appropriate qualification at NVQ Level 3 or equivalent (F grade)</li> <li>• Willingness to develop further</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development</li> <li>• Paediatric Level 3 First Aid qualification</li> </ul>
EXPERIENCE	
<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• To be able to communicate effectively at all levels</li> <li>• Good knowledge of National Curriculum and its application</li> <li>• Successful work experience in a relevant environment/setting</li> <li>• Knowledge of safeguarding and keeping children safe</li> <li>• Working with children with Special Educational Needs and knowledge of code of practice for SEN</li> <li>• Able to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>• Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</li> <li>• Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> <li>• Able to assist in the recording of lessons and assessment as required by the teacher</li> <li>• Able to offer constructive feedback to pupils to reinforce self-esteem</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with speech and language difficulties.</li> <li>• Using Information Technology to support pupils</li> <li>• Strategies for the more able</li> </ul>

### SKILLS AND ABILITIES

- Eager
- Discretion and confidentiality
- Enthusiastic
- Ability to work to own initiative
- Able to follow plans
- Able to foster good relationships
- Flexible and has a 'have a go attitude'
- Well organised
- Able to establish positive relationships with pupils and empathise with their needs

### EMPLOYEE EXPECTATIONS

- Maintain the school's vision 'Confident People Shining' and the values that underpin it.
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, General Data Protection Regulations and confidentiality reporting all concerns to an appropriate person
- Must carry out all duties in accordance with the school's Health and Safety Policy
- Adhere to the School's Code of Conduct and Staff Handbook.
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
- Participate in training and other learning activities required and to participate in appraisal and professional development
- To contribute to the professional development of other support staff
- Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
- To maintain professional relationships with all staff
- The school undertakes to provide an annual system of Performance Management.

By providing your signature below you are agreeing to uphold the standards in this document relating to job description, person specification and employee expectations:

Signed	
Name	
Date	