

LINDEN PRIMARY SCHOOL		
Job Title:	SEN Learning Partner	Grade 3 or 5 (dependent on experience)
Conditions of Service: 27.5 hours per week Term time only – 39 weeks (including INSET) per academic year. Leave to be taken during school holidays.		

1. Main Duties and Responsibilities

Teaching and Learning Activities

- Use effective strategies to promote positive behaviour. Maintain pupil's interest and motivation during learning activities.
- Advance learning when working with individuals.
- Advance learning when working with groups.
- Supervise groups and on occasion when required for short periods whole classes. Organise and manage learning activities in ways which keep learners safe.
- Contribute to the development of My Plan, My Plan + and EHCP.
- Where applicable support individuals with changing clothes, toileting or accessing resources in accordance with the SEND code of practice and disabilities legislation.
- Monitor and maintain resources in the classroom and around the school
- Create and maintain an effective, inspiring learning environment
- Assist pupils in the use of resources including IT.
- Use ICT skills to advance learning.
- To provide appropriate support to individuals/groups where English is not the first language.
- Recognise and respond appropriately to situations that challenge equality of opportunity.

Planning Expectations

- Use their areas of expertise to contribute to the planning and preparation of learning activities.
- Discuss with the class teacher and use their area of expertise to plan their role in learning activities.
- Contribute to relevant support plans and any relevant My Plan, My Plan +, EHCP.
- Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils (intervention planning, monitoring and evaluation).
- Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.
- Help to devise and deliver intervention timetables.
- Devise clearly structured activities that interest and motivate learners and help to advance their learning.
- Plan how they will support the inclusion of the children and young people in learning activities. Including children on My Plan, My Plan +, EHCP that maybe on alternative curriculums or timetables.
- Where applicable plan and use ICT in learning activities; provide opportunities to develop pupil's competence and independence in its use.
- Be prepared to provide pastoral support to pupils.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils when necessary.
- Receive and supervise pupils following an alternative timetable/curriculum.

2. Monitoring and Assessment

- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Keep systems for monitoring progress against targets. For example, completion of intervention planning, monitoring and evaluation logs.
- Monitor pupil's responses to learning activities and record achievement/progress as directed and modify their approach accordingly.
- When working with SEND pupils, work against the targets set in the My Plan, My Plan +, EHCP.
- Assess the needs of pupils and contribute to the development of My Plan, My Plan +, EHCP.
- Administer routine tests.
- Support the evaluation of learner progress using a range of assessment techniques.
- Contribute to maintaining and analysing records of pupil's progress.
- Undertake routine marking in line with school policy.

3. Professional Attributes

- Have high expectations of children and young people with a commitment to helping them fulfil their potential.
- Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.
- Demonstrate the positive values, attitudes and behaviour they expect from children and young people.
- Follow the School Behaviour Policy.
- Take responsibility for the management of challenging pupil behaviour.
- Communicate effectively and sensitively with children, young people, colleagues, parents and carers.
- Establish constructive relationships with parents/carers and work with parents to enhance pupil's learning.
- Demonstrate a commitment to collaborative and cooperative working with colleagues.
- Determine the need for prepare and maintain general and specialist equipment and resources.
- Improve their own knowledge and practise including responding to advice and feedback.
- Contribute to curriculum planning and provision for individuals and groups.
- Contribute to the development and maintenance of school policies. Participate in working groups on curriculum matters if requested.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required e.g. with SEND or parent meetings.

4. Health and Safety

- Be aware of the responsibility for personal Health, Safety, Security and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, Security and Welfare.

5. Supervisory Responsibility

None.

6. Supervision Received

Classroom Teacher, Headteacher, SENDCO.

7. Principal Contacts

Pupils, classroom teacher, Head Teacher, SENCO, other classroom assistants, other professional groups, parents.

8. Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in this post.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and developments available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

9. Special Conditions

- 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.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
- The timing of hours worked will be negotiated between the post-holder and the Head Teacher giving due regard to the requirements of the post.
- Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.
- The post holder will be expected to respect the confidentiality of any information received. Giving information to parents or others outside of the school staff without express permission could result in disciplinary action.
- The post holder will require vetting in line with DBS procedures.
- The post holder is responsible for keeping up to date with key procedures at the school for example Safeguarding Children and Health & Safety. These issues are everyone's responsibility. A failure to follow procedure could result in dismissal.

Linden Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.