

THE MILESTONE SCHOOL

JOB DESCRIPTION

Post: Learning Partner (Support for Learning Team)

Grade: Grade 7

Hours: 35 per week

Term Time Only: 38 weeks plus 6 Inset Days

Leave entitlement: 5.5 weeks (6.5 after 5 years)

JOB PURPOSE

To support and liaise with the Support for Learning Team; to empower teaching staff with their responsibility for the development and education of the pupils, who have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of, and within an educational plan provided by a qualified teacher or designated supervisor, to:

- Actively engage in the delivery of the educational work programme and activities developed by teaching staff, for individual children requiring behavioural support
- Assist the teaching staff in the planning of work programmes for individuals and groups of children requiring behavioural support
- Supervise the activities of individuals or groups of pupils to ensure their safety and to facilitate their physical and emotional development
- Undertake those activities necessary to foster the intellectual, social, emotional and behavioural development of children
- Undertake those activities necessary to meet the physical and emotional needs of individuals or groups of pupils including removal and supervision of individual pupils from a class situation as appropriate
- Monitor individual pupils and report problems and concerns to HODs/SLT. Advise class staff on appropriate behaviour management strategies to employ with identified pupils and / or groups.
- Collate behaviour statistics and analyse to support LAB reports.
- Assist in the organisation/delivery of the Pastoral Support service
- Cover / support Learning Partners and teaching colleagues in classrooms as required by the Head Teacher / Deputy Head Teacher
- Train staff in the use of Sleuth software and support them to input behaviour incidences

- Organise and participate in pupil meetings including: multi-agency/ PSPs/ CAMHS and liaise with relevant professionals
- Devise and support pupil reintegration plans, liaising with parents and facilitating return to school accordingly, to include home visits and transporting pupils
- Provide support for class trips for more challenging pupils
- Support individual parents with behaviour management strategies including home visits
- Minute class team meetings as required
- Monitor and research into behaviour resources accessed in school
- Oversee behaviour monitoring documents used by individual classes

DESIRABLE QUALITIES & SKILLS

- Experience of working with pupils with challenging behaviours
- Experience/Expertise with ASD
- Ability to work effectively with ICT
- To be flexible and have a good sense of humour
- Team Teach trained
- Ability to carry out specific responsibility without supervision

SUPERVISORY RESPONSIBILITY

Individual/small groups of pupils as directed by and discussed with the Support for Learning Team; Student/Work Experience placements as required

SUPERVISION RECEIVED

Support for Learning Team/Tom Lovell/Head Teacher/Deputy

PRINCIPAL CONTACTS

Pupils, HODs, Head Teacher, SLT, other Learning Partners and Teachers, other professional groups, Parents, LAB

SPECIAL CONDITIONS

This post is term time only. The post-holder will be expected to take leave entitlement when the school is not in session.

EQUAL OPPORTUNITIES

The post-holder is required to assist in the implementation of Gloucestershire County Council's equal opportunity objectives, and the MAT 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.