

## **JOB DESCRIPTION**

**Post:** Higher Level Learning Partner (HLLP)  
**Grade:** Unqualified Teacher (pts 1 to 6)  
**Location:** Special Schools

### **JOB PURPOSE**

To support a designated pupil on a 1:1 basis under the direction of the class teacher and external professionals.

To work with class teachers to raise the learning and attainment of pupils within the class.

To promote pupils' independence, self-esteem and social inclusion.

To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

To lead areas of the curriculum for pupils within their care.

To be an outdoor learning practitioner for designated pupil, small groups and allocated class.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction of the class teacher to:

- actively engage in the pre-determined educational activities and work programmes
- act as a key worker for a high needs pupil, be the lead practitioner for work activities and additional therapies under the direction of the class teacher
- assist in personal and individual development of designated pupil, groups of pupils or whole class
- supervise the activities of designated pupil, groups of pupils or whole class
- take a proactive role in ensuring pupils' safety
- manage challenging behaviour in line with the schools Behaviour Policy
- undertake activities necessary to meet the physical and emotional needs of designated pupil, groups of pupils or whole class, 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 a seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by class teacher.
- 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
- attend training sessions provided by the school
- support the class teacher with parental/family communication (diaries, phone calls, parents' evening)
- set up a going out file/useful forms folder/additional folders dependent on class

- support the class teacher with class trips (book lunches/collate money for trips/help organise the day)
- attend department and class LSW meetings as required
- use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- plan and deliver outdoor learning activities to support needs of designated pupil
- use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- plan how to support the inclusion of pupils in the learning activities linked to occupational therapy and SALT programmes

### **GENERAL**

- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- represent the school at all times in a professional, positive and helpful way
- be conversant with relevant IT and software, and keep up to date with developments in IT
- participate in the school's appraisal programme
- undertake training where this is appropriate
- contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- be compliant with GDPR

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

Class Teacher/Deputy Headteacher/Headteacher

### **PRINCIPAL CONTACTS**

Pupils, Parents, Teachers, Learning Partners, Senior Learning Partners, Head of Department, Deputy Headteacher, Headteacher and other professional groups

### **SPECIAL CONDITIONS**

- the post-holder will be expected to take leave entitlement when school is not in session
- occasionally the post-holder may be required 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 is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Print Name:.....(employee)

Signed:.....(HR Manager)

Date:.....

**PERSONAL SPECIFICATION**  
**Higher Level Learning Partner (HLLP) UQT: Special Schools**

Criteria	Essential Qualities	Desirable Qualities
Qualifications & experience	<ul style="list-style-type: none"> <li>• experience of working with children</li> <li>• experience of supporting teaching and learning (under supervision)</li> <li>• one of the following:               <ul style="list-style-type: none"> <li>- HLTA Qualification</li> <li>- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools.</li> <li>- Level 3 Diploma in Childcare and Education,</li> </ul>               other relevant qualifications, at a similar level to the above, may be considered             </li> <li>• experience of working with children with ASD</li> </ul>	<ul style="list-style-type: none"> <li>• a willingness to work towards, and pass, (during the 6-month probation period) a qualification not held</li> <li>• outdoor learning qualification or the desire to train in this area</li> </ul>
Skills & knowledge	<ul style="list-style-type: none"> <li>• good literacy and numeracy skills</li> <li>• good organisational skills</li> <li>• ability to build effective working relationships with pupils and adults</li> <li>• skills and expertise in understanding the needs of all pupils</li> <li>• experience of working with children with SEND needs</li> <li>• knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• excellent verbal communication skills</li> <li>• active listening skills</li> <li>• ability to remain calm in stressful situations</li> <li>• knowledge of guidance and requirements around safeguarding children</li> <li>• good ICT skills, particularly using ICT to support learning</li> <li>• understanding of roles and responsibilities within the classroom and whole school context</li> <li>• understanding of effective teaching methods</li> </ul>	<ul style="list-style-type: none"> <li>• an interest in continual professional development</li> <li>• experience of working with external professionals such as Speech and Language and Occupational Therapists</li> </ul>

	<ul style="list-style-type: none"> <li>• knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• enjoyment of working with children</li> <li>• sensitivity and understanding, to help build good relationships with pupils</li> <li>• commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding pupil's wellbeing and equality</li> <li>• ability to use initiative to work as an individual or within a team</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> <li>• a good sense of humour</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• the post-holder will be expected to take leave entitlement when school is not in session</li> <li>• subject to satisfactory pre-employment checks including Right to Work in the UK</li> <li>• you may be asked to work at other schools within the MAT</li> </ul>	