

JOB DESCRIPTION

POST: Casual Learning Partner (Special Schools)
GRADE: Grade 4 pt 7 (enhanced rate which includes working time directive)
LOCATION: Special Schools

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, 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 seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- 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

GENERAL

- attend training sessions provided by the school
- participate in whole school and department events
- undertake training as required
- report any Safeguarding issues to one of the school's Safeguarding Officers
- report any Health and Safety issues or concerns to the Head of Department
- undertake other responsibilities specific to the post
- 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
- 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
- to ensure that all health & safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

QUALIFICATIONS

No specific qualifications are required but previous Learning Partner experience in an SEN setting is preferred

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Headteacher

PRINCIPAL CONTACTS

Supply Co-ordinator, Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

The post of a Casual Learning Partner is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Casual Learning Partners will be required to work between the hours of 9.15am and 3.15pm term time only, and will be able to claim a maximum daily total of 5.5 hours per day (staff receive a 30 minute unpaid lunch break).

Supply staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool.

Supply staff are usually contacted by text from 7.15am to check if available to cover staff absences that day.

Salary is paid one month in arrears. It is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month.

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.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(HR Manager)

Date:.....

PERSONAL SPECIFICATION

Casual Learning Partner (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> experience of working with children experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties) current First Aid qualification current Manual Handling certificate current Team Teach certificate current Food Handling & Hygiene qualification current MiDAS certificate NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare Social Work (where the qualification is regarded as directly relevant to the needs of the job) Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) <p>Other relevant qualifications, at a similar level to the above, may be considered</p>
Knowledge & skills	<ul style="list-style-type: none"> good literacy and numeracy skills effective use of ICT for professional purposes including digital photography, internet and word processing excellent verbal communication skills active listening skills ability to build effective working relationships with pupils and adults skills and expertise in understanding the needs of all pupils knowledge of how to help adapt and deliver support to meet individual pupil needs ability to remain calm in stressful situations ability to recognise and deal with stress appropriately knowledge of guidance and requirements around safeguarding children understanding of roles and responsibilities within the classroom and whole school context manage information in a confidential manner manage & prioritise workload 	<ul style="list-style-type: none"> Total Communication basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software an interest in continual professional development

Personal qualities	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Knowledge & skills of the Trust	<ul style="list-style-type: none"> • demonstrate a commitment to the wider work of the Trust 	<ul style="list-style-type: none"> • ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> • casual staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool • casual staff are usually contacted by text from 7.15am to check availability to cover staff absences. • salary is paid one month in arrears and it is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month • enhanced DBS clearance • subject to satisfactory medical and pre-employment checks including Right to Work in the UK • this post is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Casual Learning Partners will be required to work between the hours of 9.15am and 3.15pm term time only, and will be able to claim a maximum daily total of 5.5 hours per day (staff receive a 30 minute unpaid lunch break). 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car