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### TITLE OF JOB: Learning Partner

#### 1 PURPOSE OF YOUR JOB

To work in close partnership with teachers to ensure that all pupils learn well and that they are able to enjoy a positive experience of learning.

**2. MAIN AREAS OF RESPONSIBILITY**

* To work in collaboration with teachers and Senior Leaders
* To help create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* To implement agreed work programmes and support plans with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and may include the management or preparation of resources
* Use strategies in liaison with the teacher and other professionals, to support pupils to achieve learning goals and to engage fully with opportunities
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Establish productive working relationships with pupils, acting as a positive role model and setting high expectations
* Promote the inclusion and expectations of **all** pupils within the classroom
* Support pupils consistently, whilst recognising and responding to their individual needs
* Promote independence
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
* Monitor pupils’ responses to learning activities and accurately record achievements/progress as directed
* Provide regular feedback to teachers on pupils’ achievements, progress, challenges etc.
* Assist with routine tests/examinations where necessary
* Implement agreed learning activities/teaching programmes, adjusting activities according to pupils’ responses/needs
* Help pupils access learning activities through specialist support
* Support the use of ICT in learning activities and develop pupils competence and independence in its use
* Assist with the display of pupils’ work
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with policy and encourage pupils to take responsibility for their own behaviour
* Encourage pupils to interact and work co-operatively with others and engage **all** pupils in activities
* Determine the need for, prepare and maintain general specialist equipment and resources
* Be aware of and comply with policies and procedures relating to; child protection, health, safety, and security, confidentiality, and data protection, reporting all concerns to line manager or SLT as appropriate
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Attend and participate in regular meetings
* To assist with pupils at the beginning and end of day and in the playground as required

Postholders will be expected to have responsibility for the overall supervision of classes in the absence of a teacher. This will normally be restricted to the areas of school/curriculum within which the postholder is normally deployed.

Postholders may, from time to time or for ongoing operational reasons, be required to assist in the following:

* Support whole classes during the short term absences of teachers. The primary focus will be to maintain good engagement and keep pupils on task, respond to questions and generally assist pupils to undertake set activities.
* The Deputy Headteacher will oversee the setting of appropriate cover work, in consultation with the teacher, subject or learning leader and learning partners.

**3. LINE MANAGEMENT/SALARY RANGES/JOB CONTEXT**

As defined in current PA appendices

**4. PHYSICAL EFFORT**

Practices and policies are in place to meet the needs of our pupils, including their emotional and behavioural needs. However, all jobs at The Valley School may require physical effort including walking, running, lifting and occasional physical intervention, for which all staff are trained.

**5. WORKING ENVIRONMENT**

This is determined largely by the expectations of the timetable. You may be classroom based or working within a specialist area which may be internal or external. It is strongly advised that you have suitable clothing/footwear to remain flexible.

**6. ADDITIONAL INFORMATION**

**All** postholders will be expected to participate in school trips, off-site activities and other recognised school events. Where these are outside of normal working hours, additional payment or time off in lieu may be offered. These will be planned in advance and due notice given within the school calendar, to which all staff have access.

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school’s policies and procedures.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.