



Aspirational • Creative • Collaborative • Joyful • Compassionate

Job Description	
Job title	Senior Learning Practitioner
Location	St Elizabeth's Centre, SG10 6EW
Responsible to	Class Teacher
Accountable to	Head Teacher
St Elizabeth's	
Based across 60 acres of beautiful countryside in Much Hadham, Hertfordshire, St Elizabeth's is a charity supporting children, young people and adult day clients with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social, behaviour, learning and emotional development.	
Scope of the role	
Under an agreed system of supervision, to complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for classes and monitoring learners/ students and assessing, recording and reporting on learners'/students' achievement, progress and development.	
Main duties and responsibilities	
The post holder will: • Work, as directed, with one or more groups of learners, including whole class or across different classes within specified learning pathways in accordance with the needs of the 16 - 25. • Create and maintain a supportive learning environment. • Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate. This will include lesson delivery and classroom management in the absence of a teacher. • Be responsible for keeping and updating records as agreed with the teacher. • Undertake the structured and agreed learning activities and programmes linked to the curriculum. • Assist with the development and implementation of Individual learning plans, behaviour support plans and personal care programmes.	

- Provide personal care as required e.g. toileting, changing etc.; maintaining at all times the dignity and right to privacy of the pupil/student.
- Supervise and provide support for learners ensuring their safety and access to learning activities.
- Assist with supervision of learners out of lesson times including before and after 16 - 25 and at lunchtime.
- Supervise learners on visits, trips and out of 16 - 25 activities (including swimming) as required.
- Promote good learner behaviour dealing promptly with conflict and incidents in line with policy (including CPI) and encourage learner to take responsibility for own behaviour.
- Be aware of and support difference and ensure all learners/students have equal access to opportunities to learn and develop and promote inclusion and acceptance of all learners within the classroom.
- Support learners consistently whilst recognising and responding to individual needs.
- Encourage learners to interact and work co-operatively with others and engage all learners in activities.
- Support the use of IT in learning activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Establish constructive relationships with learners and interact according to individual needs, encouraging learners to interact with others and engage in activities lead by the teacher.
- Set challenging expectations, support learners/students to achieve learning goals and promote esteem and independence.
- Establish constructive relationships with Parents, carers and with other staff.
- Develop opportunities for high frequency, low stakes assessment record keeping on Earwig.
- Provide admin support e.g. dealing with correspondence, making phone calls etc. and record keeping as required.
- Assist in induction and mentoring staff as required.
- Liaise with medical and care staff on a regular basis in order to ensure the continuity of care of the learners.

- Provide support learners in areas of leisure and social interest and spirituality.
- Attend and participate with relevant meetings as required and in training/learning activities and performance development/CPD.
- Be aware of and comply with all relevant policies and procedures including those relating to Safeguarding/Child protection, health safety (including incident reporting) and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the 16 - 25 and centre.
- Undertake any other duties which may reasonably be required of you.

Other

St Elizabeth's is committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. The successful applicant(s) will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. St Elizabeth's is proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer welcoming applications from across the community.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

The duties and responsibilities outlined above do not represent a full list of the tasks the post-holder will be expected to perform. Also, it is recognised that the duties of all posts are subject to change from time to time.

Minor alterations to duties, and performance of similar tasks within the scope of, and at the same level as normal work, will be necessary.

The post holder will take responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people within the scope of the role.



Person Specification		
Senior Learning Practitioner	Essential	Desirable
Qualifications		
Numeracy/literacy skills to GCSE Grade C level or equivalent level	✓	
Level 3 STLiS/SSTLiS or equivalent plus, a willingness to achieve Level 3 Diploma in Supporting Teaching & Learning in 16 - 25s		✓
PTLLS		✓
Other relevant training e.g. Makaton, signing		✓
Knowledge, Experience & Understanding		
Experience working with children with Epilepsy, Autism and other developmental and learning needs	✓	
Ability to work constructively as part of a multi-disciplinary team.	✓	
Understand classroom roles and responsibilities and your own position within these.	✓	
Ability to relate well to children with learning disabilities and adults	✓	
Government legislation relating to education, DfE, OFSTED	✓	
Knowledge of National Curriculum and Pre National Curriculum.	✓	
Skills & Abilities		
Excellent organisational and skills	✓	
Good communication skills both orally and in writing	✓	
Friendly, approachable manner with a “can do” attitude	✓	
Good working knowledge of IT packages including Microsoft Word, Outlook etc.	✓	
Ability to effectively present and deliver a lesson	✓	
Good classroom management skills	✓	
Ability to support learning, provide care and support learners /students including offsite activities.	✓	
Special Circumstances		
Commitment to the work of St Elizabeth’s	✓	
Commitment to equality, promoting respect and dignity for all	✓	
Commitment to undertake further training and development relevant to the post	✓	

Suitability to work with children, young people & vulnerable adults	✓	
Full UK driving licence		✓

Reasonable adjustments will be considered under the Equality Act 2010.