

**Together we Love, Learn and Live**

**Job Title:** Teaching Partner

**Responsible to:** SENDCo and SLT

**Principal Roles:**

Teaching Partner

• To work in partnership with teachers across the whole school, as deployed by the Headteacher, Deputy Head, Assistant Head, or SENDCo, to raise the learning and attainment of all pupils.

• To promote and safeguard the welfare of children.

• To be flexible and responsive to the changing needs of the school, including redeployment across year groups or key stages as required.

**Main Responsibilities and Duties**

**Teaching and Learning**

• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher in and out of the class and increase the achievements of all pupils, including those with SEND.

• Provide lesson support as required, following the teacher’s pre-determined lesson plans or delivering targeted intervention and booster sessions (e.g. handwriting, spelling, phonics, numeracy, and literacy).

• Promote, support, and facilitate inclusion by encouraging the participation of all pupils in their learning, including those with SEND and EHCP plans.

• Use effective behaviour management strategies consistently in line with the school’s policy and procedures, including the implementation of Individual Behaviour Plans, and use of rewards and sanctions where appropriate.

• Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress, including involvement in the development and implementation of My Plan(+)s.

• Communicate effectively and sensitively with pupils, adapting communication and support to meet individual needs and promote engagement.

• Maintain a stimulating and safe learning environment by organising and managing physical teaching spaces and resources.

• Provide timely and relevant feedback to the class teacher—both written and verbal—regarding pupil progress and any significant observations made during the school day.

• Support learning in the classroom in group settings or through one-to-one provision, based on the specific needs of the school.

• Support the use of ICT in learning activities and help pupils develop competence and independence in using technology.

• Provide pastoral support to pupils, recognising and responding appropriately to signs of distress or social/emotional difficulties, and promoting their well-being.

• Encourage and support pupil voice by actively listening to their views and incorporating their ideas into classroom practice where appropriate.

**Knowledge and Understanding**

• Share responsibility for ensuring that your own knowledge and understanding—particularly regarding SEND and disadvantaged pupils—is relevant and up to date by reflecting regularly, liaising with school leaders, and identifying professional development opportunities.

• Take advantage of opportunities to acquire the necessary skills, qualifications, and experience required for the role, with support from the school.

• Demonstrate expertise and skills in understanding the needs of pupils with high-prevalence SEND.

• Demonstrate an appropriate level of subject and curriculum knowledge relevant to the role and apply it effectively when supporting teaching and learning.

• Understand your role and responsibilities within both the classroom and the wider school context, recognising that these may include tasks beyond direct pupil support—such as leading interventions or providing feedback for planning.

• Support teachers with administrative tasks as required, such as preparing resources, photocopying, and maintaining records.

**Working with Others**

• Recognise and respect the roles and contributions of other professionals, parents, and carers by liaising effectively and working in partnership with them.

• Collaborate with the teacher to keep professionals informed of pupils’ performance, progress, or concerns.

• Share knowledge and observations to contribute to effective planning and informed decision-making.

• Work collaboratively with classroom teachers and colleagues to support a cohesive and inclusive learning environment.

**General Duties**

• Assist with the supervision of pupils outside of lesson times, including before school, at break, lunchtimes, and during after-school clubs or events.

• Attend training, staff meetings, and professional development opportunities (inset days, twilights, online learning, etc.).

• Accompany teaching staff and pupils on visits, trips, and out-of-school activities, taking responsibility for a group under the direction of a teacher.

• Develop, adapt, and create resources to support the curriculum, including displays, topic books, and other materials that enhance the learning environment.

• In the event of a medical emergency, accompany a child or children to hospital or the designated surgery when requested by the Headteacher or their representative.

• Undertake any other reasonable duties assigned by the Line Manager or Headteacher.

**Safeguarding**

The post holder will be subject to an enhanced DBS disclosure and suitability check to meet child protection requirements. This post is exempt from the provisions of the Rehabilitation of Offenders Act, and all convictions or cautions must be declared.

At all times, ensure that the safeguarding of young people remains the highest priority, and adhere to all safeguarding policies and procedures.