

GLF Schools - Job Description for Learning Assistant

Job Title	Learning Assistant	Job Reference	GLF
Location	GLF Schools	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> • To support the teacher with their responsibility for the development and exceptional education of children in schools, including children with SEND. 			
Key accountabilities			
<ul style="list-style-type: none"> • To complement the work of the teaching staff in the classroom by contributing to a range of teaching and learning activities with children on a one to one or small group basis. • To assist with planning, preparation and development of work programmes for individuals and small groups and prepare resources to support learning activities. • To monitor and evaluate the children's progress and report on this to the class teacher. • To be familiar with the intervention programmes (IEP, PSP, Risk Assessments) or Education, Health and Care Plan (EHCP) of the individual and to use this knowledge to inform support. • To maintain records of intervention: completion of daily log book, upkeep of a personal folder of pupil need, records of 1:1; and to make these available for inspection upon request by SLT • To work collaboratively and cohesively as part of a team to ensure that the well-being, social and personal development of children enhances learning opportunities and life skills. • To deliver specified work and nurture interventions to children as determined by the SENDCo. • To proactively develop and use specialist skills & resources, in for example, literacy, numeracy or science, to contribute to learning. • To adapt emotional intelligence and style when interacting with children, colleagues and parents. • To maintain confidentiality in and outside the workplace. • To promote high standards of behaviour and a good working ethos. • To adapt social skills to develop effective working relationships within the school. • To contribute to the wellbeing of children according to our policy. • To participate in our cycle of professional development 			
Other			

- Any other duties commensurate with the role as directed by SLT

Accountability

- Accountable to the Deputy Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

GLF Schools - Person Specification Learning Assistant

Job Title: Learning Assistant		
	Essential	Desirable
Education and Training		
GCSE grade 'C' or above in Maths and English	√	
Prior experience supporting children in schools, including children with SEN.	√	
Up to date safeguarding training		√
First aid certificate		√
Experience & Skills		
Good understanding of the importance of safeguarding and promoting the welfare of children	√	
Ability to plan and prepare work programmes for individuals in collaboration with the class teacher.	√	
Basic IT skills	√	
Able to plan and prioritise	√	
Able to clarify and explain instructions to children using different methods appropriate to the needs of the child	√	
Ability to motivate and engage children	√	
Ability to keep accurate records of progress	√	
Utilise a variety of strategies and emotional intelligence to engage and support children in their learning	√	
Ability to maintain records and children's files	√	
Good understanding and knowledge of child development	√	
Personal Attributes		
An effective communicator	√	
Able to adapt communication style depending on the individuals being engaged with	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
A commitment to Continuous Professional Development	√	
Safeguarding		
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