

GLF Schools - Job Description

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| Job Title | Learning Support Assistant | Job Reference | DES/SEN |
| Location | de Stafford School | Travel Required | No |
| Core purpose | | | |
| <ul style="list-style-type: none"> To work with teachers to support teaching and learning by working with individuals or small groups of students under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. This may incorporate support for students with physical/care needs as well as supporting access to learning in the classroom. | | | |
| Key tasks and accountabilities | | | |
| <ul style="list-style-type: none"> To assist in the delivery of educational work programmes by participating in day to day learning activities, supporting students so that they have the opportunity to reach their full potential. To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual and/or groups of students. Deliver structured interventions, including monitoring and recording progress data. Support the teacher in monitoring, assessing and recording student progress/activities. Provide verbal and written feedback on a regular and timely basis. Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities. To participate in staff development activities and, where required to contribute to any multi-disciplinary discussion of a student's needs/progress. To organise and maintain the learning environment To work as part of a team to ensure that the well-being, behaviour and personal development of student's, enhances their learning opportunities and life skills. To maintain confidentiality in and outside the workplace. Use effective behaviour management strategies in line with the school's policy. Communicate effectively and sensitively with students to adapt to their needs and support their learning. Follow school policies and procedures. <p>Teaching Assistants may also undertake all or some of the following:</p> <ul style="list-style-type: none"> Assist with break and lunchtime supervision, including facilitating social interaction, games and structured activities. Assist with supporting student educational visits. Invigilate or provide access arrangement support in assessments and national tests. | | | |

- Assist with students' personal care, administer medication or provide health care in line with school policy and Individual Health Care Plans.

Other

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

Accountable to:

- SENCO

Collaborative working

GLF Schools promotes a collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. GLF Schools is committed to providing opportunities for professional development and career progression.

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.