

GLF Schools Job Description

Job Title	Learning Support Assistant	Job Reference	
Location	Marden Lodge Primary School	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 with an EHCP. • Using routine supervision and care skills to support children. 			
Key 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 children so that they achieve to the best of their abilities. • To work in class both 1:1 and in small group scenarios with a child with an EHCP, under the direction of the class teacher and Inclusion Leader. • To work in the classroom and with small groups to implement programmes of support designed especially to meet the children's needs. • To liaise closely with teaching staff, advising as appropriate on the modification and differentiation of the learning environment, materials and delivery styles. • To prepare learning materials appropriate to the needs of children. • To regularly record and update information about pupil's progress and in particular about support issues. • To provide personal care and assistance if required. • To implement agreed behaviour management strategies. • To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children. • To discuss with and report to the teacher on the assessment of children's work and support with any additional paperwork such as ISP writing, end of term level judgements etc. • To contribute to the delivery of learning activities and specific intervention or support programmes including literacy and numeracy and to ensure that the programme is delivered professionally at all times. • To deliver intervention programmes to specific children to accelerate progress. • To participate in staff development activities and, where required, to contribute to any multi-disciplinary discussion of a child'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 children enhances their learning opportunities and like skills. • To maintain confidentiality in and outside the workplace. • To understand and assist in interpreting school policies. 			
Other			

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

Accountability

- The Inclusion Leader.
- 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.