GLF Schools - Job Description

Job Title	**1:1 SEND Learning Assistant**

Core purpose

- To support the teacher with their responsibility for the development and exceptional education of a child with a statement/EHCP.
- Using routine supervision and care skills to support the child.

Key accountabilities

- To assist in the delivery of educational work programmes for the specific child by participating in day to day learning activities, supporting the child so that they achieve to the best of their abilities.
- To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of the individual child.
- To discuss with and report back to the teacher on the assessment of the child's work and support with any additional paperwork such as ISP writing, end of term level judgements etc.
- To contribute to the carrying out of programmes, including literacy and numeracy, keyboard skills, life skills and to ensure that the programme is delivered professionally at all times.
- To deliver intervention programmes to the specific child 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 work as part of a team to ensure that the well-being, behaviour and personal development of the specific child enhances their learning opportunities and like skills.
- To liaise and feedback to the parents of the specific child in a professional manner, in combination with the class teacher.
- 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

- It is expected that 1:1 SEND Learning Assistants are accountable to their Phase Leaders.
- 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.