GLF Schools - Job Description

Job Title	Learning Support Assistant	**Job Reference**	
Location	Horsham	**Travel Required**	No

Core purpose

- To support the teacher with their responsibility for the development and exceptional education of children in schools. Using routine supervision and care skills to support children.

Key accountabilities

- 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 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 back to the teacher on the assessment of children's work.
- To contribute to the carrying out of child programmes, including literacy and numeracy, keyboard skills, life skills and to ensure that the programme is delivered professionally at all times.
- 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 Executive Headteacher

Accountability

- Accountable to the Executive 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.