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| Post | **Graduate Learning Assistants (GLA)**  **Supporting students with statements and specific learning and/or language needs, supporting on a one to one, small group or class basis** |
| Grade | **TSAT Grades C/D**  **32.5 hours per week**  **Term time plus 5 days** |
| Accountable to | **SENCO** |
| Accountable for | * Supporting designated colleagues in the preparation and presentation of learning resources of both academic and pastoral nature. * Supporting the learning of individuals and groups of students in both learning and pastoral activity. * Promoting and supporting the emotional literacy and academic development of students as guided by line-managers. |
| Key Responsibilities | * To follow the direction of designated line-managers in the preparation of materials to support learning and emotional literacy. * To work, as directed, with individuals or groups of students * To assist in the promotion of high standards of behaviour and conduct within the Academy and to provide support for all colleagues through enactment of Academy policy and procedure. * Contribute to raising standards, providing literacy and numeracy support. * To support colleagues and students, as directed and guided by line-managers, in all aspects of learning, personal development and emotional literacy both within classrooms and in other defined learning environments. * Supervise students during student break/lunchtimes, etc. * To assist in monitoring the progress of all individuals within the School through following Academy policy and procedure. * To assist in the development and maintenance of good relationships with parents. * To be fully involved with all special activities related to the School * To provide support to the Extended enrichment provision as directed and guided by Line Managers. * To advise colleagues as soon as possible and in accord with Academy policy and procedure, specifically line-managers; of any concerns regarding student academic or emotional progress and/or development. * To promote personal and group reflection in students in all aspects of academic, social and emotional learning. * Have the highest of expectations of pupils learning and progress. * Foster high aspirations through positive interactions with students and parents. * Support and participate in student reading/literacy initiatives.   Other   * To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community |
| Community | * Maintain confidentiality inside and outside the workplace * Understand and apply Academy policies * Support Academy ethos and vision in the wider community |

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This job description sets out the main duties of the post. Other duties may be assigned by the Principal, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change