

Associate Staff Job Description

	Monday	Tuesday	Wednesday	Thursday	Friday
Times:	0830 -1515	0830 -1515	0830 - 1515	0830 – 1515	0830 - 1515
Weeks per year:	39 weeks – Term time only				
Hours per week:	31.25				
Job profile					
Post:	Learning Support Assistant				
Responsible to:	Assistant Headteacher & SENCO				
<i>All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.</i>					

Core Purpose:
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 areas of accountability:
• To act as keyworker for students • Liaising with staff to provide support in and out of lessons • Ensure students are given every opportunity to reach their full potential • Plan and deliver transition groups • Provide small group, 1:1 and in class support where necessary • Support the educational, emotional and social development of students • Demonstrate expertise and skills in understanding the needs of all students (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs. • Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role. • Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities • 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

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Understand and support independent learning and inclusion of all students as required.
- Update any student incidents on the relevant systems
- Observation of your classroom support
- Work with students for whom English is not their first language

Key skills and experience:

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health & safety.

Training & Continuing Professional Development:

- Undertake professional development relevant to this role.

General:

- Exam Invigilation
- Carry out break duties as required

GLF Schools expects its employees to work flexibly within the framework and duties and responsibilities specified 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 and duties and responsibilities.

GLF Schools - Person Specification

Job Title: Learning Support Assistant		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths at GCSE or equivalent	√	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		√
Experience & Skills		
Experience in providing assistance in education		√
Basic IT skills	√	
Advance IT skills		√
Able to plan and prioritise regular and irregular tasks	√	
Able to clarify and explain instructions to students	√	
Ability to motivate and engage students	√	
Experience in assisting with the organisation of the learning environment		√
Ability to take on routine tasks	√	
Ability to maintain records	√	
Utilise a variety of strategies to engage and support students in their learning	√	
Ability to maintain records and student files	√	
Able to follow instructions	√	
Personal Attributes		
An effective communicator	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of students	√	
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct	√	
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.		