

GLF Schools - Job Description

Job Title	Learning Support Assistant (LSA)	Job Reference	
Location	MHS	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To support identified SEND children in and out of the classroom environment and within the Enhanced Learning Provision. 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			
<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 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 and facilitate SEND child centred interventions 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 To contribute verbally and in writing to the Assess, Plan, Do, and Review model for all support, interventions and for assessment / SEND reviews. 			
Other			
<ul style="list-style-type: none"> Any other duties commensurate with the role as directed by the Headteacher / line manager 			
Accountability			
<p>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.</p>			
Safeguarding			
<p>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.</p>			

Person Specification

Job Title: Learning Support Assistant		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths at GCSE or equivalent at C+	√	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		√
Graduate qualification		√
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 children/students	√	
Ability to motivate and engage children/students	√	
Experience in assisting with the organisation of the learning environment	√	
Ability to take on routine tasks under the direction of the class teacher	√	
Ability to maintain records and children/student files	√	
Utilise a variety of strategies to engage children and support children in their learning	√	
Ability to maintain records and children/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 children/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	√	
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