

Job Description

Job Title	Learning Support Assistant	Job Reference	
Location	Wheatfield Primary Schools	Travel Required	Possibly between sites on occasions for staff meetings etc.
Core purpose			
<ul style="list-style-type: none"> To support the class teacher in carrying out responsibilities for the development and education of the children, implementing the aims and policies of the school and curriculum, through planning, preparing and supporting learning experiences of exceptional quality. To work with the class teacher to provide a secure and stimulating environment in which children will be supported and encouraged in developing their independence, as well as social and general learning skills. 			
Key accountabilities			
<p>1. CURRICULUM</p> <ul style="list-style-type: none"> To participate with the class teacher and any other Learning Support Assistants in curriculum and classroom planning, setting up the learning environment and range of experiences to suit the ability and needs of all children. To assist in the delivery of educational experiences 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. <p>2. CHILDREN'S PROGRESS</p> <ul style="list-style-type: none"> To be aware of the needs of children and to observe them engaging in learning experiences in order to assess, record and report on their progress at planning meetings. To recognise factors which may be a barrier to a child's progress and consider with the class teacher how these might be overcome. Work as a member of a team to ensure that the well-being, social, emotional and personal development of children is fostered within a caring and secure environment, which enhances learning opportunities and life skills. To discuss with and report back to the class teacher on the assessment of children's work. To contribute to the delivery of targeted intervention programmes, ensuring that they are 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. <p>3. CLASSROOM PRESENTATION</p> <ul style="list-style-type: none"> To organise and maintain a stimulating learning environment, with a clear sense of order and richly resourced to support creativity and independent learning. To contribute to the display and presentation of children's work and other age-appropriate learning materials. <p>PROFESSIONAL TASKS</p> <ul style="list-style-type: none"> To proactively engage with the agreed appraisal process and participate in CPD opportunities. To engage in day-to-day liaison with parents/carers. To liaise with other colleagues. Assist at playtimes and lunchtimes daily. 			

- To administer basic First Aid (if trained).
- Assist children with changing clothes and personal hygiene (in accordance with school policy and approved practice).
- Assist the class teacher in the mentoring and support of work experience and other students/trainees.
- To maintain confidentiality in and outside the workplace.
- To understand and assist in interpreting school policies.
- To support the wider life of the school within the local community.

Other

- Any other duties commensurate with the role as directed by the Executive Head Teacher or Head of School.

Accountability

- Class teacher/ Head of School.
- GLF Schools expects its employees to work flexibly within 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.

PERSON SPECIFICATION

Experience and Qualifications	
Essential	Desirable
Good general education GCSE Maths and English (C or above) CACHE diploma Good IT skills	Willingness to undertake personal development through courses and in-service days. Experience of working in a school environment.
Knowledge & Skills	
Essential	Desirable
Good written and oral communication skills Ability to work individually and as a member of a team Knowledge and understanding of Child Protection/Safeguarding procedures Basic knowledge/understanding of child development Good behaviour management	Understanding of different learning styles Understanding of Social and Emotional Aspects of Learning First Aid/ Food Hygiene
Personal Qualities	
Essential	Desirable
Confidentiality, tact, sensitivity, integrity and diplomacy Well organised & calm Ability to use and work on own initiative Keen to learn and develop new skills Positive and flexible working attitude High personal expectations Ability to build good working relationships with children, staff, parents, carers, other professionals, governors and the wider community, thus contributing to a positive school ethos Commitment to the attainment of high standards and continuous improvement	Good standard of personal presentation Energy and perseverance Sense of humour Friendly disposition