

Job Title: Learning Support Assistant		
	Essential	Desirable
Professional and Experience		
Experience of working in an educational environment	√	
Experience of working in a school	√	
Experience of working with children / students of relevant age	√	
Experience of working with students with additional needs		√
Experience of involvement in extra-curricular activities		√
A successful track record of improving outcomes for students		√
Knowledge and Skills		
ICT skills – Proficient in using Microsoft Excel, Word and PowerPoint	√	
ICT skills – Effective use of ICT to support learning	√	
Good understanding of assessment frameworks used to monitor and record student outcomes and progress	√	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	√	
Understanding of child development and learning	√	
Ability to self-evaluate learning needs and actively seek learning opportunities	√	
Ability to plan effective actions for pupils at risk of underachieving		
Understanding of principles of child development and learning processes and barriers to learning	√	
Ability to plan effective actions for students at risk of underachieving	√	
Ability to relate well to children and adults	√	
Effective and clear communication skills	√	
Good administration skills	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
Ability to liaise with regular class teachers providing feedback about student progress	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
Qualifications		
GCSE/ O Level C grade or higher (or equivalent) in Maths and English	√	
A level (or equivalent) qualifications		√
Qualifications or evidence of specialism in specific curriculum area or areas of particular learning difficulty		√
Training in relevant learning strategies e.g. literacy, bi-lingual, sign language, ELSA, ELKLAN		√

Evidence of continuous professional development	√	
Personal Attributes		
Pleasant and welcoming manner	√	
Excellent interpersonal skills	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these	√	
Confident and calm approach	√	
Excellent interpersonal skills including forming effective professional	√	
Enthusiasm, drive and a love for the job	√	
Ability to manage time and workload	√	
Proactive and forward thinking	√	
Ability to use initiative	√	
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.		