

GLF Schools - Job Description

Job Title	SEND Learning Support Assistant	Job Reference	
Location	Marden Lodge Primary School	Travel Required	N
Cluster	5		
Core purpose			
• To support the teacher with their responsibility for the development and exceptional education of a child/ren with special educational needs and disabilities. • Using routine supervision and care skills to support the child/ren.			
Key accountabilities			
• To assist in the delivery of an education for the specified children 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 interventions and adapting teaching materials to suit the particular requirements of specified children. • To discuss with and report back to the teacher on the assessment of the child's work and support with any additional paperwork such as ISP writing, end of term level judgements etc. • To carry out assessments (such as those that relate to interventions) with children. • To contribute to the planning and delivery of interventions, including English and maths, computing skills and life skills to ensure that the programme is delivered according to requirements to support accelerated progress. • To participate in CPD opportunities and, where required, to contribute to any multi-professional discussions regarding a child's needs/progress. • To work as part of a team to ensure that the well-being, behaviour and personal development and relevant medical needs of the specific child/ren enhances their learning opportunities and life skills. • To liaise and feedback to the parents in a professional manner, in combination with the class teacher. • To implement and support school based positive behaviour management strategies / individual strategies for children. • To ensure that all pupils have the resources necessary to access their learning as independently as possible. • To support with positive engagement and effective supervision of children during break/lunchtime • To maintain high standards of professionalism alongside the school's high expectations at all times. • To ensure high quality and accurate record keeping such as CPOMS. • Assist with supporting pupil educational visits. • To maintain confidentiality in and outside the workplace. • To understand and assist in following school policies.			

Other
- Any other duties commensurate with the role as directed by the Headteacher. - To attend staff training where appropriate.
Accountability
- Headteacher, Assistant Headteacher and Inclusion Lead. - 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.
Collaborative working
GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.
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.