



## Role Profile: Learning Support Assistant

### Purpose

The ideal candidate will be an enthusiastic Learning Support Assistant who can encourage children to achieve more than they imagine possible across a range of subjects. The successful candidate will provide support for students across the curriculum, supporting Teachers in their delivery of lesson plans.

The main duties of this role is to provide in-class support, pre teaching as well as delivering bespoke programmes as identified by the SENCo and/or external agencies. You will work mainly with a named pupil but also with other students within the classroom as required.

### Key Accountabilities

#### Teaching & Learning:

- Assist in the educational and social development of pupils in classes, in small groups or individually, under the direction and guidance of the SENCo, Heads of Department and Teaching staff, dependent on qualifications and experience.
- To work with students with complex SEND requirements in the four broad areas of need: Cognition & Learning, Social, Emotional & Mental Health, Communication & Interaction, and Sensory & Physical Difficulties
- To support named pupils to access the curriculum and lesson content through provision of appropriate clarification, explanations, questioning, modelling, equipment, reading and materials.
- Assist in the implementation of individual teaching strategies for students and help monitor their progress, to include testing of students as appropriate.
- Provide support for individual students inside and outside the classroom to enable them to participate fully in activities, including the Enriched Curriculum programme.
- Contribute to preparation of documentation and attend annual reviews for EHCP of named pupils with the SENCo as needed.
- Prepare and/or manage classroom equipment and resources, to fully support named pupils in line with their Learning Plan or EHCP. Ensure that safety guidelines are followed. Report defects or damage as appropriate.
- Participate in/plan and/or deliver 1:1 and small group interventions as required.
- Work with other professionals, such as speech therapists and occupational therapists as necessary.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Administrative Duties

- Keep accurate manual and digital records about students, using Microsoft and other specialist ICT programmes, as directed by the SENDco.
- Communicate with parents and carers as required to keep accurate records of discussions as directed by the SENDco
- Undertake other duties from time to time as required within the Learning Support Team.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<p>Good working knowledge Microsoft Office, with a willingness to develop a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.</p> <p>Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.</p> <p>Ability to work effectively as a member of the Learning Support team, to show initiative and imagination, to have vision and the ability to inspire others.</p> <p>First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines. Managing competing priorities.</p> <p>High level of ability to follow directed classroom teaching skills</p> <p>Excellent written and spoken English</p>	<p>An awareness of recent national educational developments.</p> <p>A clear understanding of recent developments in teaching and learning.</p> <p>Ability to work with students across KS3 to KS5 curriculum.</p>
<b>Qualifications/ Attainment/ Experience</b>	Educated to a minimum of GCSE Level	Knowledge & Experience of delivering interventions to support students with additional needs.

	Competent user of ICT to support classroom work, pupil assessment and record-keeping.	Experience of working with children in a school environment.  A qualified graduate  Further qualifications to support children with additional needs  First Aid qualification
<b>Knowledge Base</b>	Understanding of Safeguarding in School; Health and Safety; Data Protection; Race Relations; Confidentiality issues.  To motivate and inspire pupils.  An understanding of teamwork.	Child development. First Aid. Safe working practices.  Understanding of SEND
<b>Attitude/Approach</b>	Ability to work and communicate with children.  Engaging and motivating students  Inspire trust and confidence.  To be diplomatic and tactful.  Ability to work throughout the school.  Ability to communicate with teachers and parents.	

## Key Stakeholders:

**Internal –**

- SENDco**
- Learning Support Team**
- Head of School and Senior Leadership Team**
- Heads of Phase**
- Heads of Faculty**
- Teaching Staff**
- Administration Support Staff**
- Caretaking and Site Management Staff**
- Students**

**External -**

- Cognita Management and Staff**
- Parents**
- Visitors**
- External Contractors/Suppliers**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

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To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....