

## Role Profile: Learning Support Assistant



# DOWNSEND SCHOOL

### Purpose

To assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Downsend School and its policies. To work under the direct instruction of the SENCO, to provide structure and support for the administration within the Learning Support Department.

### Key Accountabilities

#### Relationships

The post holder is responsible to the SENCO. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents and support staff, including peripatetic staff and outside agencies.

#### Standards and Quality Assurance

1. Support the aims and ethos of the school;
2. Set a good example in terms of dress, punctuality and attendance;
3. To participate in staff meetings relating to the curriculum and organisation of the school and the pastoral care of the pupils;
4. To participate in training (including inset days) and other learning activities and performance development as required;
5. To participate in arrangements made for performance management;

#### Support for Pupils

1. Supervise and support for pupils in the Senior School, ensuring their safety and access to learning, including their Special Educational Needs and English as an Additional Language;
2. To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare;
3. Maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the School premises;
4. Establish and maintain good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
5. Promote the inclusion and acceptance of all pupils;
6. Encourage pupils to develop self-discipline, self-esteem, confidence and independence.

**Support for the School**

1. Be aware of and comply with policies and procedures relating to safeguarding, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner;
2. Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop;
3. Appreciate and support the role of other professionals;
4. To undertake additional duties as required.

**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

**Health & Safety**

The post holder shares responsibility for the safety of all pupils and must ensure that:

1. Resources are maintained in a safe condition for pupils and staff;
2. Duties are carried out in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the School Nurse and the Head of Senior School and recorded using School's Accident Report Form procedure;
4. The Head of Senior School, the Headmaster and the Business Manager are kept informed of any concerns regarding Health & Safety and safe working practices.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>✓ An outstanding Learning Support Assistant with a passion for education</li> <li>✓ A good standard of education including C grades in GCSE Maths, English and Science and proof of further study.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>✓ A keen and self-motivated practitioner, who wishes to be a committed team member in a successful school</li> <li>✓ An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education</li> <li>✓ Excellent communication skills (oral, written and use of ICT)</li> <li>✓ Good organisational and administrative skills</li> <li>✓ Calmness and efficiency and the ability to work under pressure at certain times</li> </ul>	<ul style="list-style-type: none"> <li>✓ A cheerful and well-presented person</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Aware of Health &amp; Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health &amp; Safety policy</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>✓ Aware of the nature of the School and prepared to commit to its all-round ethos</li> <li>✓ Eager to learn and attend INSET as necessary</li> </ul>	<ul style="list-style-type: none"> <li>✓ A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'</li> </ul>

### Key Stakeholders:

**Internal – Pupils, Staff**

**External – Surrey County Council, Parents**

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.

To be signed and dated by employee:

**Signed:** .....

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

**Date:** .....