

## Learning Support Assistant

### Purpose

The post holder will assist in the educational and social development of pupils with special educational needs, under the direction of the SENCo and teaching staff.

### Key Accountabilities

- Working with individual pupils or small groups on individual targets set by the class teacher
- Assisting in the implementation of Individual Education Plans (IEPs) for pupils and helping to monitor their progress against targets set
- Providing support for individual pupils, both within and outside of the classroom, to enable them to fully participate in learning activities
- Working as necessary in collaboration with other professionals, such as speech therapists or occupational therapists
- Assisting class teachers in maintaining appropriate pupil records
- Supporting pupils with emotional or behavioural problems, and helping to develop their social skills
- Supervising groups of pupils as a cover supervisor on occasions when work has been set by the class teacher
- Assisting in preparing the classroom for lessons and tidying up the classroom to keep it in good order, both during and at the end of lessons
- Preparing and presenting displays of pupils' work
- Supporting the SENCo or class teachers in photocopying and other tasks that support teaching
- Supporting and promoting the aims and ethos of the school
- Inspiring trust and confidence in pupils, colleagues and parents
- Engaging and motivating pupils
- Supporting colleagues in building a strong profile for the SEN Department
- Continually striving to develop the quality of pupils' learning
- Working collaboratively and with a commitment to continuous improvement
- Actively contributing to the successful enactment of departmental and school improvement planning
- Setting a good example in terms of dress, punctuality and attendance
- Attending team and staff meetings as required
- Undertaking professional duties that may be reasonably assigned by the SENCo, including but not restricted to: supporting the school with break or lunchtime duties as required; supervision of pupils and groups on school excursions and visits under the direction of the colleague in charge of the activity; helping at school events as required
- Being proactive in matters relating to health and safety

## 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

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and knowledge of supporting children with special educational needs</li> <li>• Clear evidence of an ability to teach and work with children in an educational setting</li> <li>• An ability to communicate effectively with parents, pupils and staff in a variety of ways</li> <li>• An ability to think originally and creatively, and to show initiative</li> <li>• A commitment to supporting the ethos of the school as a community</li> <li>• An ability to cope with a busy working day and a varied programme of teaching</li> <li>• A sense of humour</li> <li>• Evidence of the ability to work as a member of a team</li> <li>• High standards of professionalism</li> <li>• Warmth, sensitivity and understanding of pastoral care needs</li> </ul>	<ul style="list-style-type: none"> <li>• A clear understanding of how to engage with school data</li> <li>• Understanding and knowledge of current curriculum issues</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teaching assistant or teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Courses of further study relevant to the post</li> <li>• Qualifications in additional areas of interest</li> </ul>

		<ul style="list-style-type: none"> <li>Evidence of involvement in personal CPD</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within a similar setting</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Excellent attendance record</li> <li>High standards of professionalism</li> <li>Warmth, sensitivity and an understanding of pastoral care needs</li> <li>A concern for the reputation of the school</li> <li>An ability to contribute to extra-curricular activities</li> <li>Ability to respond flexibly and adapt to changing and challenging circumstances</li> <li>Ability to maintain strict confidentiality of information received and process as part of the job role</li> <li>Ability to set and maintain high standards</li> <li>Willingness to undertake appropriate training</li> </ul>	

## Key Stakeholders:

**Internal – Students, Colleagues**

**External – 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:** .....