



## Role Profile: Key Stage 2 1:1 Support Assistant – KS2 (10 hours per week - Mornings)

### Purpose

To support and assist with a child in their learning and personal development at school. To care and guide the child in class activities and demonstrate 1:1 care to the child when required.

To assist and work closely with the teacher and other teaching staff, in supporting the child, as well as the dynamics of the classroom. To take part in class activities and lessons with the child, ensuring the child can access all areas of the school's broad curriculum.

<i>Reporting to:</i>	SENCO
<i>Department:</i>	Support Staff
<i>Working hours:</i>	Part Time, 10 hours per week, Term time 35 weeks plus inset days
<i>Checks:</i>	Enhanced DBS and 2 satisfactory references and overseas check if applicable
<i>Start Date:</i>	September 2024

### Working With Us

An Inspiring World of Education - that is the Cognita way. As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a top independent school and a global network of colleagues across a diverse yet connected family of schools in Europe, Latin America and Asia. We'd love to tell you more about how this could benefit your career.

Launched in 2004, Cognita is an extraordinary family of schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With some 70 schools internationally we employ 5,000 teaching and support staff in the care and education of more than 35,000 students. Together, our schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. If you want to take your career further, we want to support you in achieving that goal within Cognita. [www.cognita.com](http://www.cognita.com)

## Key Accountabilities

### Main duties:

#### **Support for the Child:**

- Undertake structured and agreed learning activities adjusting activities according to pupils' responses
- Supervise and provide particular support for the child, ensuring the child still feels included as part of the class and accesses all aspects of the lessons and activities.
- To aid the pupil to learn and grow happily in both group situations and on their own.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the Teacher or SENCo to achieve the intended learning outcomes Encourage the child to interact with others and engage in activities.
- Assist with the other teaching staff to set innovative expectations to promote self-esteem and independence.

#### **Support for the Teachers:**

- To work as part of a team in planning and assessing within the current guidelines for the Primary Stage Curriculum
- Create and maintain a purposeful, nurturing and supportive environment in accordance with the timetable of the day and activities planned.
- Monitor the child's progress by completing observations on the child with the support of the teacher and teaching staff.
- Provide detailed and regular feedback to Teacher on child's progress, achievement and issues as appropriate.
- Promote good pupil behaviour, deal promptly with conflicts and incidents in line with Behaviour Management strategies, as well as the whole school policy, tailoring this individually for the child where necessary.
- **Other Duties**
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings when required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and child and other children's 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>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade A-C in G.C.S.E English and Maths</li> <li>NVQ Level 3 Qualification in Childcare or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric First Aid</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills</li> <li>Good interpersonal skills.</li> <li>Ability to keep calm under pressure</li> <li>Intermediate IT skills (including competent use of Microsoft packages)</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working with children with dyslexia/dyscalculia advantageous</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>To have a strong knowledge of the Primary Stage Curriculum</li> <li>Experience of working with children and able to meet their individual needs</li> <li>Able to deal with children and adults with tact and sensitivity</li> <li>Able to communicate effectively at all levels</li> <li>Able to build and develop positive relationships with teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>Use of basic first aid equipment as required</li> <li>Experience of delivering phonics to children.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of regulatory compliance requirements</li> <li>Basic understanding of Prevent and Extremism</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Neat, tidy professional appearance.</li> <li>Pleasant and friendly manner</li> <li>Confident approach to varied situations.</li> </ul>	

## Benefits

- Coffee, tea and supplies for hot drinks supplied throughout the day
- Free parking on site (subject to availability)
- Professional development
- School holidays and public holidays
- Free school lunches

## Key Stakeholders:

- **Internal** - Teachers, Heads, internal colleagues, parents, students, school staff

*This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.*

Signed: .....

Date: .....

Name (Print): .....