

Role Profile Learning Support Assistant

Location: Little Downsend

Function/Department: Learning Support

Reporting To: Little Downsend SENCo

What you'll be doing

Role purpose

To assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Little Downsend School and its policies. To work under the direct instruction of the SENCo to support individuals and small groups, both within and outside the classroom.

Key responsibilities

- Supervise and support pupils at Little Downsend, ensuring their safety and access to learning, including support for Special Educational Needs and English as an Additional Language (where relevant).
 - Maintain good order, discipline and pastoral care, and safeguard pupils' health and safety both on and off the school premises.
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What you will be doing

- Establish and maintain positive relationships with pupils, acting as a role model and responding appropriately to individual needs.
 - Be aware of and support differences, ensuring all pupils have equal opportunities to learn and develop.
 - Promote the inclusion and acceptance of all pupils.
 - Encourage pupils to develop self-discipline, self-esteem, confidence and independence.
 - Participate in training, learning activities and performance development as required.
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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.

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none"> • Knowledge and understanding of child development and how children learn and develop. • Commitment to the provision of high-quality learning in the Early Years and KS1. • A positive approach to inclusive practice with both children and colleagues. • Ability to support professional staff in achieving their objectives. • Confidence in supervising children and adherence to defined behaviour management policies. • Good understanding of child safeguarding arrangements. 	<p>Skills</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE (or equivalent) in English. • Practical knowledge or experience relevant to the role. • Ability to work collaboratively with others to provide excellent support for pupils. 	<p>Qualifications</p> <ul style="list-style-type: none"> • Level 3 Diploma in Supporting Teaching and Learning for Children with Special Needs. • Certificate of competency or willingness to undertake training in a defined area relevant to the role (e.g. ADHD, Autism, behaviour management, or other relevant qualifications).
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a school setting. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an independent school.

Key Stakeholders you'll be working with

- **Internal** – Head of Little Downsend, SENCo, class teachers, colleagues and pupils.
- **External** – Parents and visiting professionals (e.g. SaLT, Occupational Therapists).

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:

COGNITA