

# Role Profile

# Primary Learning

# Support Assistant

Location: SBI Kensington

Function: School Classroom Non-Teaching

Reporting To: Principal

# What you'll be doing

## Role purpose

To provide a tailored, individualised assistance to a student who requires support to access the curriculum.

### Key characteristics:

- Demonstrates integrity.
- Genuinely wants the best for children in terms of provision and outcomes.
- Able to juggle competing priorities.
- Enjoys working collegially.
- Passionate about supporting children.
- Adaptable to changing priorities and able to work flexibly.
- Able to demonstrate good initiative.
- An engaging communicator, both verbally and in writing.
- Patient and empathetic, with the ability to adapt teaching methods to suit individual needs.
- Proactive and flexible, demonstrating creativity in overcoming challenges.

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## Key responsibilities

- Encourage the student to interact with others and engage in class or play activities in line with school expectations.
- Provide feedback to the student about their progress and achievements, in collaboration with the teacher.
- Use strategies, agreed with the teacher, to support the student to make progress in each lesson.
- Support the teacher in creating and maintaining a purposeful, supportive learning environment.
- Monitor the student's responses to learning activities and accurately record achievement or progress as directed by the teacher.
- Provide detailed and regular feedback to teachers and to the student's parents on their progress.
- Encourage the continued independence and self-regulation already fostered by the school.
- Support the establishment of positive relationships with parents and any external educational support professionals.

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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
<b>Skills</b> <ul style="list-style-type: none"><li>• Ability to remain calm, patient and proactive in challenging situations.</li><li>• Confidence in adapting work, giving clear instructions and using positive reinforcement.</li><li>• Strong communication and teamwork skills.</li><li>• Patient, proactive and nurturing approach.</li><li>• Commitment to safeguarding and pupil wellbeing.</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Relevant SEN qualifications.</li></ul>	<b>Qualifications</b> <ul style="list-style-type: none"><li>• Teaching qualification or equivalent.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience working with children with SEN.</li><li>• Confidence supporting pupils on a 1:1 basis.</li></ul>	<b>Experience</b> <ul style="list-style-type: none"><li>• School-based experience.</li><li>• Experience supporting pupils in a primary setting</li><li>Teaching experience.</li></ul>

## Key Stakeholders you'll be working with

- **Internal:** Headteacher, Senior Leadership Team, Teaching staff, non-teaching staff, Pupils.
- **External:** Parents and guardians, wider Cognita network.

## To be signed and dated by employee:

Signed: .....

Name (print): .....

Date: .....

COGNITA