

Role Profile Learning Support Assistant

Location: Downsend Main

Function/Department: Learning Support

Reporting To: Senior School SENDCO

COGNITA

What you'll be doing

Role purpose

As part of the SEND Team, support the delivery of EHCP and SEND outcomes for identified students through in-class support, small-group sessions, and withdrawal interventions.

Key responsibilities

- Lead and plan sessions for identified students.
 - Support identified students in small groups, on a 1:1 basis, and in class to enable better access to learning.
 - Deliver interventions for EHCP students to fulfil their statutory requirements.
 - Ensure the emotional wellbeing of students.
 - Use Provision Map and iSAMS to record and review support.
 - Engage with EHCPs and/or Pupil Passports.
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What you will be doing

- Deliver sessions and provide in-class support, as specified in EHCPs, including the use of specific strategies.
 - Encourage positive learning behaviours in class.
 - Liaise with external professionals.
 - Use Provision Map to record support and interventions.
 - Provide regular reports to parents.
 - Prepare supportive resources.
 - Liaise between the SEND Team and teachers regarding specific needs.
 - Prompt students to help them stay on track.
 - Pre-empt dysregulation through the use of appropriate strategies.
 - Facilitate Access Arrangements.
 - Motivate and encourage students.
 - Support the organisation of student X.
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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
Skills • Ability to plan and deliver sessions for small groups and on a 1:1 basis. • Ability to build positive relationships. • Adaptability. • Understanding of a range of SEND profiles. • A fun but calming approach. • Good record-keeping skills. • Clear communication with adults and students. • Resilience. • Common sense. • Good organisational skills.	Skills • A cheerful and well-presented individual. • Speech and Language support skills. • Ability to prioritise workload independently. • Effective use of technology to receive and share student and staff information. • A good sense of humour.
Qualifications • TA/SEN qualification. • GCSE English and Maths at Grade C or Grades 4/5.	Qualifications • Level 3 or Level 5 qualification and/or HLTA status in SEND. • Speech and Language courses.
Experience • Working with SEND students. • Working in a school environment. • Supporting teenagers. • Working in a dynamic and sometimes challenging environment.	Experience • Working with SEND students in a senior school setting. • Working in a senior school. • Using iSAMS and Provision Map. • Supporting students with Speech and Language needs. • Liaising with external agencies and parents.

Key Stakeholders you'll be working with

- **Internal:** Students and Teachers.
- **External:** External Professionals, Parents.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA