

Role Profile

Learning Support

Assistant

Location: The British School of Barcelona

Function: School Administration

Reporting To: Learning Support Lead, Director of Student Support

Role overview

What you'll be doing

Role purpose

To support the following BSB strategic priorities:

- Support other administrative departments with administrative tasks.
- Care - Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.
- Community -Build a positive and welcoming community for all members of our school. Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.
- Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens. Develop an exciting and engaging environment in which staff reflect, innovate and create.
- Learning -Develop a community where all members are active learners who embrace creativity, innovation and challenge.

Key responsibilities

A Learning assistant at BSB is expected to assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Student Support Lead and class teachers. Follow professional practices consistent with school and system policies in working with students, students' records, parents and colleagues. Learning Assistants will be supporting teachers in taking care of children's personal needs and making sure children are safe at all times and wider professional duties. You will be expected to do anything reasonable required by the Headteacher.

As a Learning Support Assistant: Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities. Use effective behaviour management strategies consistently in line with the school's policy and procedures. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. Communicate effectively and sensitively with pupils to adapt to their needs and support their learning. Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Other responsibilities:

- To continue personal development and participate in the school's staff development programme.
- To engage actively with the school's performance management programme.
- To attend staff meetings, open evenings, and parents' evenings where applicable. To take on additional responsibilities that might be determined from time to time, in line with school improvement priorities.

KPI'S:

- High quality delivery observed through the monitoring cycle (QMC).
- Clear data systems in place with targeted planning and interventions.
- Student learner surveys indicate that students feel challenged and supported.
- Students outcomes demonstrate good progress.

Values:

- Excellence: We aspire to achieve excellence in everything we do.
- Collaboration: Together, we are more aligned and more effective.
- Respect: We treat all with fairness, compassion and respect.
- Integrity: We do what we say we will do.
- Accountability: We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously.

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

Skills

- Flexible, friendly and co-operative.
 - Ability to contribute to team effectiveness, building on others' skills, strengths and ideas.
 - Self-reflection and willingness to develop own practice and the practice of others.
 - Demonstrate expertise and skills in understanding the needs of all pupils and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
-

Qualifications

- Education related qualification, with a minimum C Grade Maths and English GCSE – or Spanish equivalent.
 - Qualification related to SEND or child development desirable.
-

Experience

- Significant experience of working with children.

Competences:

- Personal Drive, Resilience, Partnership working, Developing others, Analytical thinking.
 - Languages: English essential and Spanish desirable
-

Key Stakeholders you'll be working with

- **Internal:** Learning Support Lead, teachers and personal development staff and student support team.
- **External:** School community, in particular parents

Hierarchical dependency:

Direct Report: Learning Support Lead, Director of Student Support.

Indirect Report: Headteacher, DHT.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA