

# Role Profile Learning Support

Location: British School of  
Valencia

Function: School Classroom  
Non Teaching

Reporting To: SLT and KS  
Coordinator

COGNITA

# What you'll be doing

## Role purpose

Teaching assistants are expected to assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers, as well as, follow professional practices consistent with school and system policies in working with students, students' records, parents and colleagues. Learning Support Staff will be supporting teachers in taking care of children's personal needs and making sure children are safe at all times

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## Key responsibilities

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure pupils to follow this example.
  - To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
  - Assumes responsibility for supervising students in and out of class settings as well as during playtime and lunchtime duties.
  - Take on any additional responsibilities that might from time to time be determined.
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## What you will be doing

- Take responsibility for all students' learning being available to students and parents for meetings according to school policies.
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- Support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Facilitates home-school communication by such means as holding meeting and sending written communications checking diaries daily and relying to parent's notes the same day as well as sharing those notes with Spanish teachers and support staff.
- Assist class teachers with maintaining student records and maintain confidentiality of students and their records.
- Support students with emotional or behavioural problems and help develop their social skills.
- Look after children who are upset or have had accidents.
- Help with outings and sports events.
- Work collaboratively with all school personnel to create a professional learning community.
- Enforce regulations concerning student conduct and discipline.
- Attend team and staff meetings and activities according to school policy.
- Undertake lunchtime and playtime duties.
- Perform covers with planning made by the teacher.

## 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><b>Skills</b></p> <ul style="list-style-type: none"><li>• Exemplary in using skills and instructional strategies for educational purposes</li><li>• Excellent communicator</li><li>• Team working skills, ability to work with different skilled profiles</li><li>• Flexible, friendly and cooperative</li><li>• Self-starter, able to work independently and work effectively with others</li><li>• To have excellent classroom assisting skills and to be able to follow the school's disciplinary code.</li><li>• An ability to understand and attune ideas to the school's structure and culture.</li></ul>	<p><b>Skills</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Successful teaching Assistant experience</li></ul>	<p><b>Experience</b></p>

## Key Stakeholders you'll be working with

- Internal: SLT, teachers, parents and students, Pupil Support Services, relevant staff with cross school responsibilities, relevant non-teaching staff.
- External: Outside suppliers and the wider school community.

## To be signed and dated by employee:

Signed: .....

Name (print): .....

Date: .....

COGNITA