

# JOB DESCRIPTION

Date

2024

Job title:	Learning Support Assistant
Reporting to:	Heads of School and SENDCo
Department/School:	Akeley Wood Senior School
Scope:	UK
Checks:	Enhanced DBS with barred list checks and Overseas checks (if necessary)

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 75 schools that serve some 45,000 students across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

The ideal candidate will be an enthusiastic Learning Support Assistant who can encourage children to achieve more than they imagine possible across a range of subjects. The successful candidate will provide support for students across the curriculum, supporting Teachers in their delivery of lesson plans.

The main duties of this role are, under the guidance of teachers and the SENDCo, to provide in-class support, and pre teaching, as well as delivering bespoke programmes as identified by the SENCo and/or external agencies. You will work either with a named pupil(s) or with other students within the classroom as required.

& Learning, Social, Emotional & Mental Health, Communication & Interaction, and Sensory & Physical Difficulties

- To support named pupils to access the curriculum and lesson content through provision of appropriate clarification, explanations, questioning, modelling, equipment, reading and materials.
- Assist in the implementation of individual teaching strategies for students and help monitor their progress, to include testing of students as appropriate.
- Provide support for individual students inside and outside the classroom to enable them to participate fully in activities, including the Enriched Curriculum programme.
- Contribute to preparation of documentation and attend annual reviews for EHCP of named pupils with the SENDCo as needed.
- Prepare and/or manage classroom equipment and resources, to fully support named pupils in line with their Learning Plan or EHCP. Ensure that safety guidelines are followed. Report defects or damage as appropriate.
- Participate in/plan and/or deliver 1:1 and small group interventions as required.
- Work with other professionals, such as speech therapists and occupational therapists as necessary.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.

### Administrative Duties:

- Keep accurate manual and digital records about students, using Microsoft and other specialist ICT programmes, as directed by the SENDCo.
- Communicate with parents and carers as required and keep accurate records of discussions as directed by the SENDCo
- Undertake other duties from time to time as required within the Learning Support Team.

### Standards and Quality Assurance:

- Support the aims and ethos of the school as set out in the Schools' Policies, Code of Conduct and Staff Handbook.
- Participate in staff training/INSET Days.
- Set a good example in terms of dress, punctuality, conduct and attendance.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned by the Heads of School e.g. productions, educational visits.

### Additional Responsibilities:

- Provide occasional teaching cover depending on qualifications and experience.
- To carry out break and lunchtime duties, as required.

### Training & Development:

- Develop and maintain a culture of high expectations and professionalism.
- Participate in regular review of individual and department targets in line with MyCognita personal development.

## Principal Working Relationships

Internal:

- SENDCo
- Learning Support Team
- Heads of School and Senior Leadership Team
- Heads of Year/Phase
- Heads of Department
- Teaching Staff
- Administration Support Staff
- Caretaking and Site Management Staff
- Students

External:

- Cognita Management and Staff
- Parents
- Visitors
- External Contractors/Suppliers

## Person Specification

	Attributes	Essential	Desirable
Professional Skills	Good working knowledge Microsoft Office, with a willingness to develop a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	/	
	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.	/	
	Ability to work effectively as a member of the Learning Support team, to show initiative and imagination, to have vision and the ability to inspire others.	/	
	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines. Managing competing priorities.	/	
	High level of ability to follow directed classroom teaching skills	/	
	Excellent written and spoken English	/	
	An awareness of recent national educational developments.		/
	A clear understanding of recent developments in teaching and learning.		/
	Ability to work with students across KS3 to KS5 curriculum.		/
Qualifications	Educated to a minimum of GCSE Level	/	
	Competent user of ICT to support classroom work, pupil assessment and record-keeping.	/	
	Knowledge & Experience of delivering interventions to support students with additional needs.		/
	Experience of working with children in a school environment.		/

	A qualified graduate		/
	Further qualifications to support children with additional needs		/
Personal Qualities	Energetic, flexible and empathetic; have a strong conviction that every child can acquire strategies to ensure that they fulfil their true potential.	/	
	A sensitivity to the needs of young people	/	
	Personal integrity, honesty, energy, stamina and enthusiasm.	/	
	Commitment to personal development and lifelong learning.	/	

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#### Competencies for the Role:

##### Role Specific

- Inspiring trust and confidence
- Building Team Commitment
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of student learning

##### Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

##### Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- Term time plus INSET/Training Days

Signed: ..... Date: .....

Name (Print): .....