



Job Profile

Purpose

Supporting the learning of pupils with SEND, both inside and outside the classroom from EYFS to Key Stage 4.

Job title: **Learning Support Assistant**

Reporting to: SENDCO

Department/School: Hydesville Tower School

Scope: UK

Date of requisition: September 2018 or as soon as possible afterwards

Working With Us

An Inspiring World of Education - that is the Cognita Way. As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a top independent school and a global network of colleagues across a diverse yet connected family of schools in Europe, Latin America and Asia. We'd love to tell you more about how this could benefit your career.

Launched in 2004, Cognita is an extraordinary family of schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With some 70 schools internationally we employ 5,000 teaching and support staff in the care and education of more than 35,000 students. Together, our schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Key Accountabilities

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the SENDCO and class teachers
- Assist in the implementation of Individual Education Programmes, Education, Health and Care Plans, or other SEND strategy plans for pupils and help monitor their progress
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Provide targeted support outside of the classroom
- Liaise with the SENDCO to deliver SEND provision as directed
- Work with teachers to monitor progress of the pupils
- Accompany pupils to relevant assessments in school
- Assist class teachers with maintaining pupil records
- Support pupils with emotional or behavioural problems and help develop their social skills

Administrative Duties

- Support class teachers in photocopying and other tasks in order to support teaching and learning for pupils with SEND
- Any other duties and responsibilities as may be reasonably requested by the SENDCO
- Supervision of break duties, as allocated

Standards and Quality Assurance

- Support the aims and ethos of the school in that every child is an individual
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Headmaster and Deputy Headteachers
- Be proactive in matters relating to health and safety

Why we want you in our team

Because you:

- Are honest, genuine and have excellent moral standards to promote our expected behaviours
- Are an accomplished communicator, understanding the different approaches required for different pupils

What we are looking for

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - NVQ Level 2 or higher Supporting Teaching and Learning in Schools or related qualification - A good standard of education including GCSE or equivalent in Maths and English 	
Knowledge	<ul style="list-style-type: none"> - Knowledge of regulations and requirements - Developed and evidenced understanding of assessment 	
Skills	<ul style="list-style-type: none"> - Ability to plan own work efficiently - Excellent written and oral communication skills - Ability to work well with others and use own initiative - Precision with record keeping - Flexibility 	
Experience	<ul style="list-style-type: none"> - Experience of working with and supporting the learning of children - Experience in an educational setting 	<ul style="list-style-type: none"> - Experience of supporting the learning of children with a diagnosis of SEND

Benefits

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development

Safeguarding Responsibilities

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 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.

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:

Date:

Name (Print):