

# COGNITA

## Role Profile: Learning Support Assistant

### Purpose

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teachers in the management of pupils and the classroom. To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils. Work may be carried out in the classrooms or outside the main teaching area.

### Key Accountabilities

#### **Support for pupils:**

- Clarifying and explaining instructions.
- Ensuring the child can use equipment and materials provided.  
assisting in weaker areas, e.g., language, behaviour, social skills, reading, spelling, handwriting/presentation.
- Developing appropriate resources to support the children.
- Providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.

#### **Support for teachers:**

- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Assist in PE, Games and swimming lessons, working with groups, sorting out resources etc
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Administer routine tests and undertake some marking of children's work;
- Support class teachers in photocopying and other tasks in order to support teaching.
- Carry out playground and other supervisory duties.

#### **Support for the Curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

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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

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• GCSE Maths and English</li><li>• Level 3 NVQ or equivalent</li></ul>	<ul style="list-style-type: none"><li>• A Levels</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to communicate well with children and adults.</li><li>• Competent with MS Office.</li><li>• Competent IT skills.</li><li>• Able to be proactive and take initiative.</li></ul>	<ul style="list-style-type: none"><li>• Use of online platforms such as Teams.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience in working in a school environment.</li></ul>	
Other	<ul style="list-style-type: none"><li>• To be flexible and be able to adapt as and when routines and timetables change.</li></ul>	

## Key Stakeholders:

Internal – Staff, Pupils

External – Parents

Signed: ..... Name (print): .....

Date: .....