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| **Date** | **Feb 2018** |

**JOB DESCRIPTION**

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| **Learning Support Assistant (Early Years / KS1) or (KS2)** |

**Job title:**

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| **Head of Learning Support**  |

**Reporting to:**

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| **Long Close School (Junior School)** |

**Department/School:**

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| **Academic – Teaching and Learning** |

**Scope:**

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| **Enhanced DBS, Overseas Police Check, Employers Reference** |

**Checks:**

*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 69 schools that serve some 30,000 pupils 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 successful candidate will be joining the school at this exciting phase in an expanding and successful Junior School department. The candidate will be able to work alongside pupils individually or in small group settings with Learning Support, with either experience or keen interest in **Early Years / KS1** or **KS2 (Year 3- Year 5)**. For suitable candidates there may be opportunities to develop subject specialism. The ability to offer support in an additional area such as games will be an advantage.

The most important aspect we look for in our staff is someone with the attitude that we should strive ‘to be the best at getting better’. We want team players who understand and appreciate the vision and ambition of the School and who want to thrive in the environment we provide. We have recently concentrated on improvements in teaching & learning, curriculum design and effective assessment.

We have provided the opportunity for staff to engage in meaningful professional development and always look at making the classroom experiences the very best they can be. This is not easy; it takes hard work and commitment but below is an outline of the expectations we have of teachers and why we feel our staffs are the best of the best.

**Key Accountabilities**

**Learning Support Assistant**

Long Close School, Upton

**‘Inspire Every Child’**

**Phase: Early Years / KS1 or KS2 (Year 3 – Year 5)**

**Line Manager:** Head of Learning Support / Class Teacher

**Key Responsibilities**

**Duties and Responsibilities**

To work under the guidance of teaching, SEN & senior staff within an agreed system of supervision.

**Support for the pupil**

* To implement agreed work programmes with individuals and/or small groups, in or out of the classroom using existing skills/training/experience to support these pupils’ individual needs. This could include those requiring detailed and specialist interventions
* Liaise with the Head of Learning Support/EYFS SENCo to assist with the development, implementation and reviewing of Provision Plans
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support all pupils within a classroom setting consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote the development of social and emotional intelligence of all pupils
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupil in relation to progress and achievement

**Support for the Teachers and Head of Learning Support**

* Work with teachers to establish an appropriate learning environment
* Work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports, as required, to a teacher and/or Head of Learning Support/EYFS SENCo on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Liaise with the Head of Learning Support/EYFS SENCo to assist with the development, implementation and reviewing of Provision Plans
* Be responsible for keeping and updating records, such as Reading Records, as agreed with a teacher
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Administer and assess routine tests and invigilate tests
* Provide general clerical/admin support

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, EYFS and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, security, confidentiality and data protection reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Work with staff from different areas of the school to target areas for improvement
* Contribute to the overall ethos of the school
* Establish constructive relationships and communicate with others to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others
* Undertake planned supervision of pupils during breaks and lunch times, as required
* Support a teacher with supervising pupils on visits, trips and out of school activities as required.

**Any applicant will need**

* A good understanding of both spoken and written English and Mathematics
* A willingness to learn new skills
* A willingness to take on new responsibilities
* To be a good communicator
* Knowledge of RWI phonics/Fresh Start preferred but not essential (training will be provided)
* Level 2 or equivalent qualification in supporting children in a school setting preferred but not essential. Training towards a qualification expected to be undertaken by a successful applicant within 12 months of employment.
* EYFS Level 3 qualification of working in an Early Years setting required.
* EYFS Knowledge of Tapestry software preferred but not essential. Training will be provided.

**Continuing Professional Development**

* provide induction and on-going CPD by way of mentoring, leading presentations and team meetings.
* identify CPD needs within the staff and then plan and provide for this where possible in liaison with the Head of Learning Support / Assistant Head of Learning and Teaching / or the Head of Junior School
* demonstrate a commitment to your own continuing professional development.
* The opportunity to be sponsored to take up a PGCE whilst in employment with Long Close is possible for the right candidate.

**Person Specification**

**The successful candidate will:**

* hold at least GCSE’s in both Maths and English and have a passion for education or a specific curriculum subject and teaching qualifications
* value every individual child, ensuring all children aim to exceed their potential
* be passionate about the promotion of outstanding learning and teaching
* have a clear understanding of the use of data to inform progress
* demonstrate the importance of diversity, multi-cultural understanding of culture and language acquisition
* be a natural problem-solver and collaborative team worker, with the determination to get things done, meet deadlines, and have an ability to inspire and motivate other professionals
* be a relationship builder, able to communicate effectively and develop working relationships, partnerships and alliances with a range of stakeholders
* demonstrate professionalism, commitment, integrity, honesty, strength of character and perseverance
* show a strong work ethic, yet with an appreciation for balance and personal well-being
* be an articulate and intelligent communicator, fluent in written and spoken English
* be completely in tune with the School vision and able to model the values of the School
* have high expectations and a commitment to improvement
* see training and professional development as integral to the their role
* be able to offer subject specialism knowledge and skills

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

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive salary based on the Long Close Pay Scale
* School Lunch provided daily during Term Time
* Professional development
* 28 days holiday (pro-rata’d to part time/term time)

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

Name (Print): ………………………………………………..