

# JOB DESCRIPTION

Date

30.01.2018

Job title:	Teaching Assistant
Reporting to:	Head of Learning Support
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 67 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

**To provide support for pupils through curriculum learning and pastoral care and general support to the individual child and associated teachers.**

**To assist in the education and social development of pupils in classes, small groups or individually under the direction and guidance of the Head of Learning Support and Heads of Departments.**

**An energetic, flexible and empathic attitude is required with a strong belief that every child can acquire strategies to ensure they fulfil their true potential. Personal integrity, honesty, energy, stamina, enthusiasm are all essential attributes.**

## Key Responsibilities

- Support students in accessing learning activities including those with special needs, under the guidance of the teacher
- Assist in the implementation of teaching strategies for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to participate fully in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist Class Teachers and the Head of Learning Support with maintaining daily records and other administrative tasks
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Support students with emotional or behavioural problems and help develop their social skills.
- Build self-esteem in pupils who are struggling.
- Enable those pupils to have the confidence to tackle the curriculum with confidence.
- Teach study skills to small groups of students
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Monitor and manage stock supplies, cataloguing as required.
- Support teachers by managing classroom equipment, ensuring that safety guidelines are followed and reporting and defects or damage.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Cover for absent colleagues.

## Principal Working Relationships

Internal:

- Head and Senior Leadership Team;
- Teaching Staff;
- Administration;
- Caretaking and Site Management Staff;

Pupils.

- External: Cognita management and staff;
- Parents;
- Visitors;
- External contractors.

## Person Specification

Education and Skills:

- Qualified Graduate
- Further qualifications to support children with additional needs
- Confident user of ICT to support classroom work, pupil assessment and record-keeping
- Excellent interpersonal skills; ability to relate well to people on all levels, resolve conflicts in a sensitive manner, to encourage and motivate
- First class organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities
- Ability to follow directed classroom teaching skills
- Excellent written and spoken English
- An awareness of recent important national educational developments
- Clear understanding of recent developments in teaching and learning

### Training and Experience:

- Experience of working within a learning support environment desirable.
- Develop and maintain a culture of high expectations for self and others.

### Competencies for the Role:

#### Role Specific

- Support the aims and ethos of the school as set in the School Policies and Teachers' Guide
- Participate in staff training
- Attend staff and department meetings as requested
- Administer routine testing/marking to students' work
- Provide occasional classroom teaching cover
- General administration tasks related to the Learning Support department

### Remuneration

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

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

Name (Print): .....