

Job Description

Job Title: Learning Support Assistant (Cognition and Learning)

Location: Kingswood Academy, Wawne Road, Hull, HU7 4WR

Hours: Term Time + 10 days

Reports to: Learning Support Manager

Purpose of the Role:

To provide an efficient and high quality support service to all students at Kingswood Academy and champion teaching strategies for students with 'Cognition and Learning' SEN.

Responsibilities:

- To promote the inclusion of all students.
- To support the development of basic skills especially with students with 'Cognition and Learning' SEN.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.
- To promote whole school strategies to support students with 'Cognition and Learning' SEN.

Duties

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.

- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings
- To devise and develop whole school strategies to support students with 'Cognition and Learning' SEN.
- To lead and champion whole school strategies to support students with 'Cognition and Learning' SEN.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Teaching Assistant Level 2 • GCSE English & Maths Grade A* - C or equivalent 	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Working with young people with 'Cognition and Learning' SEN • Working with students with special needs and/or learning disabilities • Numeracy – Basic level numerical experience • Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS 	<ul style="list-style-type: none"> • Experience of basic administrative and clerical process and procedures
	Abilities	<ul style="list-style-type: none"> • Written – Ability to record basic information and undertake written tasks as required • Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in 	

		<p>person and by telephone</p> <ul style="list-style-type: none"> Relationships – Experience of forming appropriate and productive relationships with students, staff and parents Team work – Proven experience of effective team and independent working Confidentiality – Comprehensive understanding of confidentiality issues within a school environment 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> A positive attitude A relentless drive for improving the outcomes of students Continuous Professional Development – Commitment to increasing own learning and development 	<ul style="list-style-type: none"> Creativity – Ability to work on own initiative
Special Requirements		<ul style="list-style-type: none"> Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and 	

		safeguarding of children and young people	
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