

# JOB DESCRIPTION

Date

27.07.18

Job title:	Learning Support Assistant
Reporting to:	Deputy Head Pastoral
Department/School:	Hendon Preparatory School
Scope:	0.6 FTE working Wednesday, Thursday and Friday, term time only.
Checks:	DBS, Overseas Checks and Employer References

*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 work alongside the Year 2 teacher to support teaching and learning within the classroom.

## Key Responsibilities

- Work with individual pupils or small groups of pupils, as directed
- Provide feedback and work closely with class teacher to meet the needs of the children.
- Be able to help children integrate as fully as possible with other children in the class.
- Encourage children's independence.
- Support class teacher in administrative tasks and preparation for lessons, as requested.
- Work well in team.
- Carry out playground duties, ensuring the safety of the children.
- Ensure confidentiality at all times.
- Adhere to and promote the safeguarding expectations of the school.

- Undertaking other such specific duties that may from time to time be reasonably assigned by the Senior Leadership Team

### **Principal Working Relationships**

Internal: Year 2 class Teacher, Head of Pre-Prep, Deputy Head Academic and Deputy Head Pastoral

External: Parents

### **Person Specification**

Education and Skills:

- Teaching Assistant qualification is desirable
- First Aid qualification is desirable
- Calmness and efficiency and the ability to work under pressure at certain times
- Good organisation and administrative skills
- Excellent interpersonal skills
- Ability to interact and empathise with children
- Excellent listening skills

Training and Experience:

- Previous experience of working in an educational environment is essential
- Previous experience of supervising children is essential

Competencies for the Role:

Role Specific

- Ability to work as part of a team
- Ability to communicate effectively, work flexibly and show initiative
- Ability to encourage children to develop self-discipline, self-esteem, confidence and independence.

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- Lunch is provided

Signed: .....

Date: .....

Name (Print): .....