



LEARNING SUPPORT ASSISTANT (SPECIAL EDUCATIONAL NEEDS)

School: Secondary

Location: Al Waab Campus

Contract: Permanent

Job start date: 28 August 2018

Working Hours: Full-time, 7.00am until 2.00pm, Sunday to Thursday

Closing date: 15 August 2018

To apply for this vacancy, please complete an application form, available at
www.dohacollege.com/recruitment. CVs will not be accepted.

If you have any queries about working for Doha College, please contact recruitment@dohacollege.com

JOB DESCRIPTION

Primary Objective of Role

The post holder will be required to provide one-to-one support to a specific child in Doha College. They will work under the instruction/guidance of teaching/senior staff to undertake work, care and support programmes to enable access to learning for the child.

Accountability and Responsibilities

- Supervise and provide support to the child, ensuring his/her safety and access to learning activities. Attend to the personal needs and where required, implement related personal programmes including social, health, physical hygiene, first-aid and welfare matters.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish a constructive relationship with the child and promote the inclusion and acceptance in the class.
- Encourage the child to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to the child in relation to progress and achievement under guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of child's work.



- Plan learning activities, liaise with the teacher and use strategies to support the child to achieve learning objectives.
- Monitor the child's response to learning activities, accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on the child's progress and problems.
- Promote good behaviour, deal promptly with conflict and incidents in line with established policy and encourage the child to take responsibility for his/her own behaviour.
- Establish constructive relationship with the parents/carers.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the child's needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning needs of the child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure the child has equal access to opportunities to learn and develop.

PERSON SPECIFICATION

Key Requirements

Qualifications

- Minimum Secondary/High School Level education although a Bachelor's degree is preferred

Experience

- Experience of working with or caring for children with Special Educational Needs.
- Experience of working with young people and having an understanding of their needs.
- Experience of working in a school environment is desirable.

Skills, Knowledge and Abilities

- Knowledge and understanding of Speech, Language and Communication Needs is desirable.
- Supportive and sensitive to children with specific needs.
- Positive approach to problem solving.
- Ability to work effectively in a team.
- Excellent interpersonal and communication skills (written and verbal).
- Must be organised, accurate and thorough.
- Knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection is essential.