



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Arabic B Learning Support Assistant

Reports to: Head of Arabic B

OBJECTIVE OF THE ROLE

Facilitate students' development in all aspects of their social, emotional and academic learning. Support effective participation of students and maintain high expectations; enable students to become independent, confident learners, in line with the College's vision. Ensure the safety and welfare of all students whilst at the College.

MAIN RESPONSIBILITIES

Knowledge and understanding:

- Under the direction and support of the Head of Arabic B, acquire the appropriate skills, qualifications and experience required for the role in line with the College's professional standards for a Learning Support Assistant (LSA).
- Demonstrate expertise and skills in understanding the needs of the non-native speakers of Arabic and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that knowledge and understanding are relevant and up to date.
- Have a willingness to embrace and have confidence in using new technology in line with the College vision.
- Demonstrate a clear and up-to-date understanding of the development of the Arabic literacy and communications skills for all students.

Supporting Teaching and Learning:

- Demonstrate an informed and efficient approach to Learning and Teaching by adopting relevant strategies to support the work of the teacher and increase achievement of all students, including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate the participation of all students in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the College's behaviour policy.
- Under the direction and support of the Head of Arabic B assist in the identification of SEND students through observation in the classroom, individual screening and assessment of reports.
- Deliver intervention and provision to groups or individuals based on the assessment of students' needs.
- Be available to cover absent colleagues to ensure continuity and effective provision is maintained for all students.
- Demonstrate flexibility and willingness to support students across the whole curriculum, irrespective of subject.

Administration:

- Under the direction and support of the Head of Arabic B, interpret recommendations of Arabic B teachers and disseminate them so they are effectively implemented in the classroom.
- Under the direction and support of the Head of Arabic B, assist with the maintaining of effective and efficient administration in relation to records, reports, student profiles and work with the department towards improving the learning environment.
- Under the direction and support of the Head of Arabic B, collate and maintain supporting evidence of students' needs to inform intervention planning and preparation for DSIB inspection.
- Be available to read, scribe and invigilate departmental tests.
- Assist the Head of Arabic B with the collection, dissemination and review of data and information relating to the SEND needs of students.
- Develop positive relationships with parents by proactively updating them on student progress through the usual College protocols.

PERSON SPECIFICATION

- Genuinely care about the welfare, progress and achievement of every student.
- Demonstrate proper and professional regard for the ethos, policies and practices of DESS.
- Develop and sustain effective relationships with the College community by demonstrating positive attitudes, values and behaviours.
- Uphold values consistent with those required from other staff members by respecting individual differences and cultural diversity.
- Engage in appraisal meetings and processes and take responsibility for your own professional development in line with the College requirements. Including setting annual professional development targets and evidencing this as directed by the Head of Arabic B.
- Undertake break time supervision duties as directed by SLT.
- Support the College by participating in extracurricular activities (ECAs) as well as internal and external events.

Academic Qualifications

- **A recognised bachelor's degree or diploma** in Arabic Language, Education, or a related field.
- Evidence of **relevant professional training** in education or child development is an advantage.

Teaching and School Experience

- Preferably **1-2 years of experience** working in a school environment, either as a teaching assistant or support staff.
- Experience supporting **Arabic Language** learners is highly desirable.
- Familiarity with the **British curriculum, or international school settings**, is an added value.

Language Competency

- **Fluent Arabic** (spoken and written).
- **Good working knowledge of English** to support communication with teachers, students and school documentation.

ADDITIONAL RESPONSIBILITIES

- Undertake an induction/mentoring responsibility for other LSAs.
- Support the professional development of colleagues.
- Have a recognised area of responsibility in the department.
- Attend Departmental meetings and take minutes/notes.

- Additional reasonable requests to support administration tasks as directed by the HOD.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the College.