



Dubai  
English  
Speaking  
Schools

## Job Description and Person Specification

Job Title: Learning Support Assistant

Reports to: Head of Inclusion

### OBJECTIVE OF THE ROLE

Facilitate student's 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 College.

### MAIN RESPONSIBILITIES

#### 1. Knowledge and understanding

- Under the direction and support of the Head of Inclusion, acquire the appropriate skills, qualifications and experience required for the role in line with the College's professional standards for an LSA.
- Demonstrate expertise and skills in understanding the needs of all students and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that knowledge and understanding is 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 Exam Access application process including JCQ regulations.
- Under the direction and guidance of the Head of Inclusion, demonstrate the ability to write Form8s.

#### 2. Supporting Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning 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 inclusion by encouraging participation of all students in learning and extracurricular activities.
- Use effective behavior management strategies consistently in line with College behaviour policy.
- Under the direction and support of the Head of Inclusion share good practice throughout the College on how to meet the needs of all students and provide strategies to reduce any underachievement.
- Under the direction and support of the Head of Inclusion 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.

### 3. Administration

- Under the direction and support of the Head of Inclusion interpret recommendations of Educational Psychologist, Occupational Therapist and other reports and disseminate them so they are effectively implemented in the classroom.
- Under the direction and support of the Head of Inclusion assist with the maintaining of effective and efficient administration in relation to records, reports, Student Profiles and reports from Educational Psychologists.
- Under the direction and support of the Head of Inclusion collate and maintain supporting evidence of students needs to back up access arrangement applications in line with the requirements of the JCQ.
- Support staff and students to understand and use access arrangements effectively, including running training sessions when required.
- Be available to read, scribe and invigilate internal and external examinations.
- Liaise with the College's House and Sixth Form team to ensure continuity of support and progression at key transition points for SEND students.
- Assist the Head of Inclusion 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 usual College protocols.

## PERSON SPECIFICATION

- Genuinely care about the welfare, progress and achievement of every student experiencing SEND
- Demonstrate proper and professional regard for the ethos, policies and practices of DESS College.

- 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 professional development in line with College requirements, including setting annual professional development targets and evidencing this as directed by the Head of Inclusion.
- 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.

### **ADDITIONAL RESPONSIBILITIES, UPON REQUEST**

- Undertake an induction/mentoring responsibility for other LSAs.
- Brief and support new staff, including teachers, on the stage of development and needs of students.
- Support the professional development of colleagues.
- Have a recognised area of responsibility in the department.
- Attend parent meetings.

**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**