

Position Description: **Learning Support Assistant**

Royal Grammar School Guildford (the RGS), one of the UK’s pre-eminent independent schools, and Cognita, the leading global schools’ group, seek a dynamic and experienced Learning Support Assistant for their new school, the Royal Grammar School Guildford Dubai (RGS Guildford Dubai).

A co-educational school with pupils aged 3 to 18, RGS Guildford Dubai blends the RGS values of scholarship and community with the vibrancy of Dubai, offering an exceptional educational experience where academia is only one facet of a far richer experience and an extraordinary array of opportunities.

This Learning Support Assistant position is an exciting opportunity and will suit an experienced educator who has a passion for working with and supporting young pupils and families. The successful candidate will possess excellent communication, organisation and collaboration skills; and demonstrate a genuine resonance with the RGS values. This could be a part time or full-time role, depending on the needs of the child.

Job Title	Learning Support Assistant	Department	Primary
Reports to	Head of Inclusion	Positions Supervised	N/A
		Location	Dubai

PURPOSE

To support individual learning within the classroom, helping a pupil who is having difficulty with a particular area of work. Together with the teacher, they will reinforce the quality of teaching and learning delivered and adapt resources for the targeted pupil. The role will ensure communication with teachers and parents whilst adhering to school’s policies and procedures.

SPECIFIC AREA OF RESPONSIBILITY

- Contribute to the education of the pupil in inclusive schools and classrooms by implementing monitoring and personalised adaptations.
- Prepare learning materials for use by the pupil under the direction of the Teacher.
- Collect formative assessment data/evidence on pupil performance and progress, based on systems designed by Teachers or the Inclusion Support Team.
- Facilitate peer interactions based on guidance from the Teacher and Inclusion Support Team.
- Apply current best practices and strategies learned through professional development courses, in-service training, or workshops.
- Help pupil with personal organisation and provide pastoral support.
- Clarify and explain instructions to pupil, support if additional time is required to complete tasks.
- Liaise regularly with the Inclusion team and teachers to monitor pupil progress and review learning intentions.
- Where relevant to pupil needs, to assist pupil if they require personal care support (e.g. eating, using the bathroom, dressing).
- Ability to support learning, working with mild disabilities and through a range of different styles of learning.
- Reinforce positive attitudes and behaviour, helping pupil to integrate socially and promoting self-esteem.
- Communicate with parents as required in a professional and competent manner.

- Refer parents to teacher regarding specific enquiries regarding education, health, development, pupils, families, parents and complaints.
- Work co-operatively with class teacher and other Assistants, maintaining open communication.
- Understand and work in accordance with the school policies and procedures as outlined in the School policies.
- Engage in Professional Learning and attend workshops as required.

GENERAL RESPONSIBILITIES

- Model the RGS Values in all language and interactions.
- Commitment to staff and student wellbeing, parent education and supporting the development of a strong culture of community.
- Comply with and demonstrate an active commitment to safeguarding policies, procedures and code of conduct
- Follow all school policies, procedures, and handbooks.
- Take a proactive and professional approach to school life and professional development
- Respect and maintain all aspect of professional confidentiality
- Undertake such duties as may reasonably be requested

Person Specification	
Qualifications	<ul style="list-style-type: none"> ▪ Minimum recognised Certificate IV or Diploma in Education Support (or similar) ▪ Further education/pupil development qualifications would be an advantage. Ideally in behavioural support, EAL or ELL.
Essential	<ul style="list-style-type: none"> ▪ Excellent written and spoken English skills. ▪ Excellent presentation and communication skills
Knowledge	<ul style="list-style-type: none"> ▪ Experience of working with pupils with learning support needs. ▪ Awareness of strategies to use for pupils with learning support needs
Experience	<ul style="list-style-type: none"> ▪ A minimum of 2 years' experience in working with primary age pupils in a school or day care environment
Key Relationships	<p>Internal: Teachers, Head of Early Years, Head of Inclusion, Support Teachers, Nurses, Counsellors</p> <p>External: Parents</p>
Capabilities and Qualities	<ul style="list-style-type: none"> ▪ Inspire others through a passion for teaching, collaboration, positivity, flexibility, and growth mindset. ▪ Excellent interpersonal skills, strong work-ethic and well-organised ▪ Show initiative, be flexible in your support. ▪ Outstanding staff role model and advocate who is capable of embodying the RGS Guildford Dubai core values. ▪ Committed to developing and inspiring every student to believe that they can and will succeed; passionate about providing enriched learning opportunities for pupils in and out of the classroom. ▪ Excellent communicator who can engage with parents. ▪ Commitment to personal wellbeing
Working Conditions	<ul style="list-style-type: none"> ▪ Sunday to Thursday 8.00am to 3.30pm but may vary depending on age of child. Finish at 2pm on a Thursday may be possible. ▪ Indoor and outdoor school environment ▪ Supervision of pupil's play and learning ▪ Some lifting may be required. ▪ Flexible approach to interaction with pupils

Salary	Competitive salary, to be agreed with parents as this role is parent paid.
Contract	Subject to the continual need of the child and termly review
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> ▪ Completed application form. ▪ Covering letter not exceeding two A4 pages <p>Interviews will take place either face to face in Dubai or by video conferencing. Thank you for your application.</p> <p>RGS Guildford Dubai and Cognita are committed to safeguarding and promoting the welfare of all of its employees and pupils. A police check, full employment history and background checks are a pre-requisite for all appointments and a vetting procedure is applied to all appointments.</p>

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of the school. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Post holder Date

Line manager Date