

JOB TITLE	Learning Support Assistant / Teaching Assistant
LOCATION	Dubai Heights Academy
REPORTING TO	Class Teacher / Head of Inclusion
OTHER KEY RELATIONSHIPS	Students, Parents, Staff
RESPONSIBILITIES	
JOB PURPOSE:	
To work under the instruction/guidance of teaching/senior staff to undertake learning support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom.	
MAIN DUTIES AND RESPONSIBILITIES:	
1. Support for students	
<ul style="list-style-type: none"> a. Supervise and provide support for students, including students of determination, ensuring their safety and access to learning activities. b. Assist with the development and implementation of Individual Education Plans. c. Establish constructive relationships with students and interact with them according to individual needs. d. Promote the inclusion and acceptance of all students. e. Encourage students to interact with others and engage in activities led by the teacher. f. Set challenging and demanding expectations and promote self-esteem and independence. g. Provide feedback to students in relation to progress and achievement under guidance of the teacher. 	
2. Support for teacher	
<ul style="list-style-type: none"> a. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with displays of students' work. b. Use strategies, in liaison with the teacher, to support students to achieve learning goals. c. Assist with the planning of learning activities. d. Monitor students' responses to learning activities and accurately record achievement/progress as directed. e. Provide detailed and regular feedback to teachers on students' achievement, progress, problems, etc. f. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. g. Establish constructive relationships with parents / carers. h. Administer routine tests and invigilate exams and undertake routine marking of students' work. i. Provide clerical/admin support e.g. photocopying, typing, filing, etc. j. Assist with the collection of reply slips from letters sent home and follow up late returns k. Ensure students wear the correct uniform l. Organise equipment, distribute books, materials and equipment as needed. m. Maintain cleanliness of classroom resources and play environments 	
3. Support for the curriculum	
<ul style="list-style-type: none"> a. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses. b. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, national identity. c. Support the use of ICT in learning activities and develop students' competence and independence in its use. d. Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist students in their use. 	

4. Support for the school

- a. 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.
- b. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- c. Contribute to the overall ethos / work / aims of the school.
- d. Attend and participate in relevant meetings as required.
- e. Participate in training and other learning activities and performance development as required.
- f. Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- g. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

PERSON SPECIFICATION

Qualifications/Experience

Skills

- Strong communication and time management skills
- English well-spoken and written
- Organised

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Signature:

Name:

Date: