



JOB DESCRIPTION

Job Title **Learning Support Assistant**

Reports to **SENCo**

OVERVIEW

BSB is a vibrant and enjoyable place to work. It is amongst the finest in the country, renowned for its pedagogy, staff development and academic success. The school supports new entrants to the profession alongside teachers who have a broader range of their experiences.

ROLE AND RESPONSIBILITIES

General Responsibilities

- To ensure that the School delivers the School Vision in relation to providing the highest standard of teaching and learning.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards of work and conduct.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description.
- Take a shared responsibility for promoting and safeguarding the welfare of all pupils, having read the Safeguarding policy and all related policies, and attend mandatory Safeguarding and Child Protection training.
- To read and follow the Safeguarding Policy and all related policies, and to remain up to date with safeguarding training as directed by the Seniors DSL.
- To refer any safeguarding concern to the DSL or Deputy DSL as soon as possible.

Specific responsibilities:

- Assist the SENCo and teachers to maintain an updated database of children with particular needs including physical disabilities, learning, emotional, behavioural or communication difficulties, autism, dyspraxia, dyslexia and ADHD, sensory impairments, sensory processing disorders and mental health issues;
- Work with the School Counsellors as necessary and encourage personal development through pastoral work, with a focus on social and emotional development as mutually integral to learning need and development;
- Work with groups and individuals as directed by the SENCo;
- Prepare and adapt teaching materials and resources necessary for enabling learning;
- Make use of special facilities and/or equipment;
- Have contact during school day with students on an individual, class or small group basis, with as much in-class support as possible for SEN students;
- Check and assess students' work and give them feedback;
- Encourage positive attitudes to SEN;
- Attend meetings and reviews as required;

 Admissions: +973 1761 0944

 admissions@thebsbh.com

 Elements@BSB: +973 1761 0973

 elements@thebsbh.com

 www.britishschoolbahrain.com

 @BritishSchoolBahrain

 @BritishSchoolBahrain

 BritishSchoolBahrain

 @thebsbh



- Contribute to SEN reports, maintain records and meet with parents as necessary;
- Keep up with current practice by research and reading.
- Any other duties appropriate to the post as directed by the Senior Leadership Team.
- To participate in relevant professional development as deemed appropriate.
- To maintain confidentiality and sensitivity to the students' needs, while following the safeguarding procedures of the school.
- Be productive and show initiative.

Strategic Development of the Seniors

- Working with the Headteacher to contribute to a strategic view for the Senior School in its community.
- Analysing and planning for the school's future needs and further development within the local and international context
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Seniors Headteacher and Leadership Team
- Assisting in developing and evaluating the effectiveness of the Senior School

SKILLS AND COMPETENCIES

All staff at the British School of Bahrain should:

- Place the individual child at the centre of everything that they do.
- Be a team player and must have a passion for achieving high levels of learning.
- Prioritise happiness, enjoyment and a sense of fun in their work and lessons.
- Have a passion for their subject and pedagogical development.
- Have high expectations and aspirations for all students.
- Have a demonstrable commitment to the overall development of young people.

Personal Qualities

The skills required are many and varied but essential are diplomacy, fairness, firmness, tolerance, a sense of humour and the ability to be both a leader and a key team player.

EDUCATIONAL REQUIREMENTS / QUALIFICATIONS

- A relevant qualification in supporting educational needs
- At least 3 years experience in working with young people
- Is confident with the use of IT
- Excellent Microsoft skills
- Experience working with Google apps for education is preferred

ACCOUNTABILITIES

- iSAMS reporting/updating
- Completing the required CPD and Educare online courses

OTHER

- Maintains the highest standards of professionalism, ethics and attitude towards all staff, students, and parents
- Attends training programmes as set by the school
- Performs related duties and special projects assigned
- Active participation in the implementation of the school's events and any other initiatives



- Working with the Senior Leadership Team to contribute to a strategic view for the School in its community
- Analysing and planning for the school's future needs and further development within the local and international context
- Publicly supporting all decisions of the Senior Leadership Team
- Assisting in developing and evaluating the effectiveness of the School

KEY COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate appraisal assessments.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school.
- Fulfil wider professional responsibilities
- Work collaboratively with others to develop effective professional relationships.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
- Make a positive contribution to the wider life and ethos of the school, contributing to newsletters, the website, VLE, productions and community events, etc.
- Support the extra curricular programme.

SAFEGUARDING

- A commitment to safeguarding and promoting the welfare of children and young people at all times.

WORKING CONDITIONS

Working Hours	07:15 – 15:30
Working Days	Sunday to Thursday