

LEARNING SUPPORT ASSISTANT (SPECIAL EDUCATIONAL NEEDS)

JOB DESCRIPTION

Primary Objective of Role

The post holder will be required to provide one-to-one support to a child in the Primary school at Doha College. They will work under the instruction/guidance of teaching/senior staff to undertake work, care and support programmes to enable access to learning for the children.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Learning Support Assistant comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

Main Duties

- Supervise and provide support to the child, ensuring his/her safety and access to learning activities. Attend to the personal needs and where required, implement related personal programmes including social, health, physical hygiene, first-aid and welfare matters.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish a constructive relationship with the child and promote the inclusion and acceptance in the class.
- Encourage the child to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to the child in relation to progress and achievement under guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of child's work.
- Plan learning activities, liaise with the teacher and use strategies to support the child to achieve learning objectives.
- Monitor the child's response to learning activities, accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on the child's progress and problems.



- Promote good behaviour, deal promptly with conflict and incidents in line with established policy and encourage the child to take responsibility for his/her own behaviour.
- Establish constructive relationship with the parents/carers.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the child's needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning needs of the child.
- 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.
- Be aware of and support difference and ensure the child has equal access to opportunities to learn and develop.
- Any other duties required by the Head of Department, which is in the scope of the post.
- Attend staff meetings and contribute to meetings, discussions and committees/groups, as necessary.

The post holder may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation, preparation and administration of exhibitions and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Diversity, Equality and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

Qualifications

- Minimum Secondary/High School Level education Essential



- Bachelor's degree is preferred. Desirable

Experience

- Experience of working with or caring for children with Special Educational Needs. Essential
- Experience of working with young people Essential
- Experience of working in a school environment. Desirable

Skills, Knowledge and Abilities

- Knowledge and understanding of Special Educational Needs Desirable
- Supportive and sensitive to children with specific needs. Essential
- Positive approach to problem solving. Essential
- Ability to work effectively in a team. Essential
- Excellent interpersonal and communication skills (written and verbal). Essential
- Must be organised, accurate and thorough. Essential
- Knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Essential
- Working knowledge of the Key Stage 1 and 2 curriculum Essential
- An understanding of the principles of child development and learning processes and in particular barriers to learning Essential
- An understanding of how ICT can be used effectively to motivate children to learn Desirable
- Effective communication skills Essential
- Highly organised and calm under pressure Essential
- Sensitive, caring and responsive to the needs of young people Essential
- Ability to work constructively as part of a team Essential
- Enthusiastic and good at motivating students Essential
- An understanding of classroom roles and responsibilities Essential

