

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION – LEARNING SUPPORT ASSISTANT

NLCS Dubai seeks an enthusiastic and highly qualified Learning Support Assistant to support students with Special Educational Needs and/or English as an Additional Language. The role of the **Learning Support Assistant** is to provide support to students in the Junior School and Senior School. The appointee will support the teachers in enhancing the effective involvement of students in their academic and social development.

Professional Experience

- Experience in working with children as a Teaching Assistant
- Experience of working with students with specific needs (essential)
- Previous experience of working as part of a team

Personal Qualities and Skills

- Strong written and oral communication skills in English
- Have high levels of enthusiasm, energy, resilience and determination
- Be hard working, flexible and committed to the ethos of NLCS Dubai
- Demonstrate good skills in pastoral care, organisation and time management
- Ability to show good cultural understanding
- Able to use ICT as a tool for themselves and pupils
- Candidates applying for this position **MUST** be sponsored by their spouse/father as this is a local contract

Responsibilities of the Post

- Provide support and encourage individuals, or groups of SEND/EAL students in class to perform set tasks to the best of their ability, as directed by the class teacher or specialist teacher
- Provide feedback to students in relation to their progress and achievement, under the guidance of the class teacher
- To promote and provide support for teaching and personalized learning
- To support students to become independent, co-operative and collaborative learners
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Work with class teacher and Support Teacher to identify and remove barriers to students' learning
- Plan and deliver 1:1 and small group interventions as required
- Use data to identify SEND/ EAL learners, track and monitor interventions and feedback to staff
- Support the learning and emotional well-being of SEND/EAL students
- Support individuals or small group with a pre-determined lesson framework provided by teaching staff

- Provide detailed verbal and written feedback to the Head of Inclusion on lesson content and students' responses to learning activities
- To check that any homework given is clearly noted in the students' diary
- Ensure students have appropriate resources to complete the homework
- To work closely with teaching staff to support them in adapting and differentiating resources
- Contribute to assessing students' progress and support them in reviewing their own learning
- Support the parents of SEND/EAL parents by providing constructive and timely feedback on students' progress and achievement
- To discuss all matters that may arise concerning the educational and pastoral well-being of a child or children with the teacher or form tutor
- Maintain discipline when working with students, and around the school generally, in accordance with the school policy on behaviour
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of staff and attend relevant meetings as required
- Complete professional development training as directed
- Maintain and respect confidentiality and discretion
- To assist with or run an extra curriculum activity
- To undertake lunch and break duties each week as directed
- To attend department meetings, staff briefings and INSET days
- To set a good example in terms of dress, punctuality, attendance and attitude at all times
- Comply with NLCS Dubai policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards.

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.