

NORTH LONDON COLLEGIATE SCHOOL DUBAI

seeks a

Learning Support Assistant

Effective August 2019

THE UK SCHOOL

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its sixth year of operation, has nearly 1200 on the roll. When at capacity, the school will cater for 1400 boys and girls. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and in its first year of results (after just three years of operation) achieved an average Diploma points score of 36 points per pupil, to rival top-performing jurisdictions such as Singapore. In its second year of Diploma results (and fourth year of operation), students achieved an average Diploma points score of 37 and in its third year of Diploma results (2016), students achieved an average Diploma points score of 38.

THE DUBAI SCHOOL

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school, is currently a candidate school for the Middle Years and Primary Years International Baccalaureate Programmes, and is an authorised school for the IB Diploma programme. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education, which are compulsory for all students up to the age of 16, although more lessons are required for students of Arabic descent than for others. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and always by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are expected to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as video-conference debates and jointly-produced student publications.

As the NLCS family of schools expands (with two further overseas schools opening in Singapore and Bangkok in 2020), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.

THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating Society, to 'Mad Scientists' to 'Human Rights Society' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Sixth Form, in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music and Drama are all of excellent quality and over seventy activities happen at lunch times and after school each day, with large numbers of students involved. In the UK, the School has produced sports players at national and regional level as well as nationally-recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone.

This ethos and broad range of opportunities have already been effectively recreated at our first satellite school, NLCS Jeju, and are equally central to the offer at NLCS Dubai.

THE CURRICULUM

Our intention is that NLCS Dubai will be an “IB Continuum School” offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grades 6 to 10, and Diploma Programme in the Sixth Form. NLCS Dubai is presently an authorised IB Diploma school and a candidate school for the PYP and MYP. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

TERMS AND CONDITIONS

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate’s qualifications and experience.

LOCATION

This post will be based in Dubai.

PARTICULARS OF THE SEARCH

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr Daniel Lewis
2. a fully completed application form - available from the school website www.nlcsdubai.ae

The application form should contain the name, email address, postal address and day-time telephone number of two referees who may be contacted with the candidate’s permission; these should be direct supervisors or persons in senior positions of responsibility - not peers - who can validate the applicant’s suitability for the role.

E-mail: recruitment@nlcsdubai.ae

The closing date for applications is 12.00pm (UAE time) on Monday, 22nd April, 2019.

It is anticipated that interviews will take place from 23rd April, 2019.

PERSON SPECIFICATION

Learning Support Assistant

North London Collegiate School Dubai

North London Collegiate School 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 both the Junior 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 (preferable)
- 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
- Identify and remove barriers to students' learning
- 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
- Maintain and respect confidentiality and discretion
- To assist with or run an extra curriculum activity
- To undertake one lunch and break duty each week
- To attend department meetings, staff briefings and INSET days
- To set a good example in terms of dress, punctuality and attendance
- 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.