

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

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.

PERSON SPECIFICATION

Key Requirements

Qualifications

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| • Minimum Secondary/High School Level education | Essential |
| • Bachelor's degree is preferred. | Desirable |

Experience

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| • 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

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| • 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 |

