

Learning Assistant Job Description

Department: Education

Direct Reporting Line: Class Teacher

Job Purpose: To assist in providing a learning environment that supports the developmental and educational needs of all the children, under the overall direction of the class teacher

Key Relationships (Internal and External): Teachers, Students, Parents, Principal and other members of the school management team

Key Accountabilities:

- To work with individual or small groups of children as directed by the class teacher and subject teachers
- To work with groups of children in the classroom enabling them to access the curriculum. Be proactive with the learning and in conjunction with the class teacher be ready to change strategy or approach as needed to facilitate learning
- Support with the recording and presenting of evidence of learning as required
- To follow agreed programmes of work with individuals and groups of children working towards set targets
- To contribute to the well-being of the children in terms of physical, emotional and social needs
- To support staff with minor admin tasks when not directly working with students, For example in non contact time E.g. photocopy, file or complete records
- To prepare and store general resources required for your groups
- To make notes in Individual Education Plan (IEP) books for children as required
- To give verbal and written feedback to the Class Teacher to support report writing, assessment and IEPs
- To accompany children on school trips where appropriate and ensure you have followed school policy in regards to reading, understanding and following the trip documentation

- Supervise children during breaks (including before and after school if necessary)
- Communicate appropriately and professionally with parents to support the image and reputation of the school
- Carry out any other tasks of a similar nature as directed by the Class Teacher, including being flexible to support in other classes or areas of the school as and when required

Person Specification:

Education: Minimum High School education in English and Maths, degree preferred

Experience: Experience or aptitude for working with students, previous teaching or teaching assistant experience preferred

Competencies:

- Good levels of written and spoken English
- Enthusiasm and aptitude for working with students
- Good team player, able to work well as part of a team

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date:

Taaleem Learning Assistant Standards

Learning Assistants (LAs) help support the education of students, and are accountable for supporting the highest possible standards in work and conduct. LAs act with honesty and integrity; have relevant subject knowledge, keep their knowledge and skills as LAs up-to-date and are self-critical; forge positive professional relationships; and work with parents and other stakeholders in the best interests of their students.

Part One: Supporting Learning

An LA must:

- 1. Support in the setting of high expectations which inspire, motivate and challenge students:**
 - Establish a safe and stimulating environment for students, rooted in mutual respect
 - Support the setting of goals that stretch and challenge students of all backgrounds, abilities and dispositions
 - Demonstrate consistently the positive attitudes, values and behaviour which are expected of students
- 2. Promote good progress and outcomes with/for students:**
 - Share accountability for students' attainment, progress and outcomes
 - Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
 - Guide students to reflect on the progress they have made and their emerging needs
 - Demonstrate knowledge and understanding of how students learn and how this impacts on learning
 - Encourage students to take a responsible and conscientious attitude to their own work and study
- 3. Adapt support to respond to the strengths and needs of all students:**
 - Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
 - Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
 - Demonstrate an awareness of the physical, social and intellectual development of students, and know how to adapt support for students' education at different stages of development
 - Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive learning approaches to engage and support them
- 4. Manage behaviour effectively to ensure a good and safe learning environment:**
 - Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
 - Have high expectations of behaviour, and support the established framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly

- Manage students effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary

5. Fulfil wider professional responsibilities:

- Make a positive contribution to the wider community and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving learning through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents and other stakeholders with regard to students' achievements and well-being

Part Two: Personal and Professional Conduct

A LA is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a LA career.

LA uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a LA's professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory/regulatory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental values and culture of the UAE, ensuring that due diligence and respect is given to the associated precedence of the country
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

LA must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality

LA must have proper and professional regard and adhere to school policies with regard to dress code, footwear, make up and jewelry

LA must have an understanding of, and always act within, the policies set out by Taaleem which set out their professional duties and responsibilities

I confirm that I have read, understood and agree to adhere to the standards as set out in this document, for the duration of my employment with Taaleem and for the relevant periods immediately preceding and superseding my employment.

Employee Name (print):	
Employee Signature:	
Date:	