

International School of Latvia

Job Title: Learning Support One-to-One Teaching

Assistant Reports to: Student Support Services

Department

Full-time or part-time position (*conditional to the needs of the student*)

Summary of the Position: To provide support and inclusion of students with special educational needs and to ensure that the student can integrate as fully as possible in the activities generally undertaken by the other students in the class. Areas of responsibility include, but are not limited to:

- Following the directions given by the Learning Support teacher and the School Counselor;
- Running specific program and activities to assist the student's individual learning and social needs;
- Adapting the curriculum to meet the needs of the student;
- Implementing the targets on the student's Individual Learning Plan (ILP) in liaison with the Student Support Services team and class teacher;
- Enforcing school policies and rules governing student behavior;
- Maintaining confidentiality in and outside the school about children, their families, and other employees;
- Cooperating successfully as a member of the Student Support Services Department;
- Treating all ISL community members with dignity and respect;

Qualifications and Experience:

- A degree in Education and/or Special Needs is preferred;
- Experience in (an) international school (s) and/or an international setting;
- Cross-cultural awareness and sensitivity;
- Good interpersonal and communication skills in English;
- Good computer skills;
- A high degree of organizational skills and flexibility;
- A happy and positive personality.

Tasks and Responsibilities:

1. Support for the student:

- Provide learning support for the student in class or in pull-out situations, either one-on-one or in small groups;
- Develop knowledge of the particular needs of the student and seek advice from the Learning Support teacher, School Counselor, and/or School Administrator;
- Assist with access to the full range of learning experiences, both inside and outside the classroom, and provide modified materials as required, e.g., worksheets, games, visual prompt cards, etc.
- Make or modify resources as suggested and advised by the Learning Support teacher, school counselor, and/or other outsourced specialists;
- Be involved in the planning and preparation of the day-to-day class activities as they pertain to the student involved;
- Organize and maintain an inclusive learning environment both in the classroom and outside;
- Motivate and encourage the student to *have a go* at activities they may be unsure of;
- Provide positive reinforcement, praise and rewards as instructed by the Learning Support teacher and School Counselor;
- Facilitate inclusion in small group activities with peers and support interaction between them;
- Attend in-service training and meetings relevant to the position to keep up to date with developments in working with students with special educational needs;
- Provide support and facilitate interaction with peers in the classroom and around school.

2. Support the Learning Support Program and the class teacher:

- Work as part of the team to ensure that the well-being and personal development of the student enhance their learning opportunities and life skills;
- Attend planning meetings with the Support Services team to develop learning programs

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and assist in the delivery of individual learning programs daily to promote learning, behavior, and communication skills;

- Provide regular feedback to the Learning Support teacher and School Counselor about the student's difficulties and progress;
- Contribute to the student's annual review by writing reports as requested and attending the meetings.

3.Support the school:

- Foster links between home and school;
- Participate in relevant professional development as deemed appropriate for the needs of the student;
- Understand and apply the school policies on learning and behavior, and the guidelines relating to disability discrimination and special educational needs;

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- Maintain confidentiality and sensitivity to the student's needs but have regard to the safeguarding procedures of the school;
- Carry out duties as directed by the Learning Support teacher and School Counselor.

4. Maintain safe and organized classroom environment:

- Help to maintain an organized learning environment.

5. Other duties:

- Collaborate with teachers, teaching assistants and other content area specialists;
- Actively participate in Student Support Services Department meetings as needed, and communicate and share ideas;
- Participate in and engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications.
- Other duties as requested by the Student Support Services Department.

Please note that in the running of a school a multitude of situations may arise upon which the school requires your assistance, we ask simply that you be flexible and positive in the face of reasonable additional requests for your help.