

<b>Position Title</b>	Learning Support Assistant
<b>Line Manager</b>	Director of Student Services + Head of Support for Learning
<b>Salary</b>	TA Pay Scale
<b>This Job Description may be subject to change at the discretion of the British International School of Riyadh.</b>	
<b>Job Purpose</b>	
<p>Learning Support Assistants at BISR work under the instruction and guidance of the Director of Student Services and Head of Support for Learning. They work collaboratively with colleagues including Support for Learning Teachers, Counsellors and Class Teachers to assist in providing appropriate support to students with a range of additional needs including dyslexia, dyscalculia, ADHD and autism.</p> <p>Learning Support Assistants at BISR are expected to contribute towards providing high quality education for all students in their care and to improving the quality of learning and standards of achievement. They should conduct themselves in an appropriate professional manner at all times to support and foster the aims of the school and the BISR Vision and Mission Statement.</p> <p>This job description sets out the main roles and responsibilities of a Learning Support Assistant at BISR.</p>	
<b>Key Expectations</b>	
<p>BISR Staff are committed to:</p> <ul style="list-style-type: none"> <li>• The BISR mission, vision, values and all associated school policies</li> <li>• Contributing to and developing their own practice in relation to our three strategic pillars: learning, enrichment, and well-being</li> <li>• Developing and maintaining relationships with Students, Staff and Parents</li> <li>• Contributing to the development of BISR as 'one school' in the Kingdom of Saudi Arabia</li> </ul>	
<b>JOB ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• To be an integral part of the Student Services Department</li> <li>• To maintain strict confidentiality of all students' personal and educational information. All employees are required to work in a confidential manner in all aspects of their work</li> <li>• To promote and enhance the learning and teaching experiences of students with additional needs in a range of different contexts including supporting within class, small groups or 1:1 sessions</li> <li>• To follow and implement programmes of work provided by the Director of Student Services and Head of Support for Learning</li> <li>• To work and build relationships with students, to help the students overcome barriers to learning and supporting them to maximise their learning potential</li> <li>• To promote a 'working together' approach with teachers, the parent/carers and families</li> <li>• A commitment to pastoral care, collaborative teamwork and flexible working with the student central to every decision made.</li> <li>• To positively influence and make a difference to the lives of the students you work with</li> </ul>	
<b>Support learners by:</b>	

- Assisting in the educational and social development of pupils
- Assisting in the implementation of Individual Education Plans (IEPs) for students and helping monitor their progress.
- Providing support for groups of students and for individual pupils, within the classroom setting and in their smaller provision groups, to enable them to access the curriculum and to promote pupil progress (including social, emotional and behavioural development) and learning
- Implementing the advice and programmes of work, as directed by their line manager
- Supporting pupils with a variety of additional needs to help them to reach their learning potential
- Understanding and working to support different learning styles, with the emphasis on personalised learning
- Contributing to the selection and preparation of teaching resources to meet the diversity of pupil's needs and interests
- Evaluating pupils' progress through a range of assessment activities and monitor pupils' participation, progress and responses to learning
- Maintaining and analysing records of pupils' progress within the lessons and focus groups taught
- Assisting students to make a successful transfer between educational establishments and transition at key stages in their learning
- Using a range of strategies to provide a purposeful learning environment and promoting good behaviour

#### **Support the teacher by:**

- Having a knowledge of lesson plans in order to adjust learning activities as appropriate
- Providing objective and accurate feedback to staff assisting in the development and implementation of appropriate strategies
- Demonstrating a good understanding of child development and learning
- Demonstrating a general understanding of the curriculum and specific knowledge of their particular Key Stage or subject area
- Being familiar with age-related expectations of students, the main teaching methods and the assessment /examination framework in the age range or subjects in which they are involved
- Knowing and accommodating the key factors that can affect the way students learn
- Understanding the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved and an understanding of the place of these in the related teaching programmes
- Being familiar with health and safety issues and positive behaviour management plans

#### **Support the student by:**

- Setting challenging and demanding expectations, which promote self-esteem and independence.
- Providing constructive feedback to students in relation to progress and achievement under the guidance of the teacher
- Using positive behaviour management strategies in line with the school's policy and procedures
- Using clearly structured teaching and learning activities that interest and motivate students and support their learning
- Assisting in clarifying and explaining instructions and in developing appropriate resources to support the students
- Ensuring that the student/s is/are able to use the appropriate equipment and materials provided
- Motivating and encouraging the student/s as needed
- Be able to meet the student/s' physical needs as may be appropriate and required whilst encouraging independence

#### **Support the school by:**

- Being aware of, and comply with, school policies and procedures
- Contributing, in whatever ways possible, to the overall ethos, aims and work of the school
- Appreciating and supporting the role of other professionals
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Attending all relevant meetings as required
- Participating in training, other learning activities and performance development as required
- Assisting with the supervision of students out of lesson times, including break times as required
- Accompanying teaching staff and students on visits, trips and out of school activities, as required
- Participating in the School's professional growth process
- Undertaking any other duties that the Head of Support for Learning may reasonably direct
- Supporting in developing a relationship to foster links between home and the school

#### **Specific Departmental Responsibilities**

- To assist in maintaining the students' records
- To assist the Head of Support for Learning in providing the classroom teacher and/or parents with regular feedback about the students
- To liaise with, consult or inform colleagues regarding students' progress and profiles

#### **KEY EXPECTATIONS**

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Name of post-holder	Signed by post-holder	Date
Name of line manager	Signed by line manager	Date