



المدرسة الهندية انترناشونال ذ.م.م  
**INDIA INTERNATIONAL  
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# LEARNING SUPPORT ASSISTANT POLICY

Approved by	<b>Dr. Manju Reji (Principal)</b>
Policy dated	<b>21/04/2024</b>
Next Review Date	<b>21/04/2025</b>
Prepared by	<b>Ms. Liya Antony, Social Worker</b>



## **INTRODUCTION:**

India International School is committed to inclusion and supports a broad range of needs. Provision of Learning Support Assistant is one of the various supports available to students with additional needs. The need for one will be evaluated by the wellness department based on severity and extent of support required.

## **ROLES AND RESPONSIBILITIES:**

This document is designed especially for you to explain the key duties and responsibilities of the Learning Support Assistant (LSA) for your child. Below is the outline of his duties and responsibilities. The candidate must execute all the responsibilities and duties specified in the document. A signed copy of this document will be an understanding given by you and the LSA. Copy will be shared with you and your child's LSA for your future reference.

Responsible to: Parent, Department of WELLNESS, Respective Class and Subject teachers.

### Key Responsibilities:

- Assist classroom teacher with the process of including students with special needs in regular education classrooms.
- Assist with the preparation of materials and strategies to enhance the learning for students with special needs.
- Accept students with special needs and provide them with full opportunities to learn.
- To plan, deliver and implement the IEP targets using a wide variety of pre and over- learning activities individually/group and monitor the impact of the provision.
- To engage in class-wide monitoring of student learning (e.g., independent or small- group work) identified and planned by teachers and the Inclusion Support Team.
- To prepare learning materials for use by the student(s) under the direction of the class teacher and assistant teacher.
- To attend and contribute to the Inclusion meetings, including IEP reviews and so on where appropriate.
- To provide objective and accurate feedback to all stakeholders assisting in the development and implementation of appropriate strategies.
- Support the child with emotional or behavioral difficulties and help them to develop their social skills and confidence by facilitating peer interaction based on the guidance of the learning support team.
- To work and build strong relationships with the child, for overcoming his barriers to learning a support to students to maximize their learning potential.
- To be an integral part of the classroom setup and enhance the learning and teaching



experiences of the child in a range of different contexts including support within the class and withdrawal lessons.

- The LSA is expected to respect the confidentiality of the class teacher/ students.
- Maintaining a communication log with the parent and daily logbook with the Inclusion support precisely will be monitored weekly by the LS teacher.
- Monitor and assist students with special needs complete work assignments.
- Follow up and implement programs to improve the daily living skills of students with special needs.
- To contribute to the education of students in inclusive classrooms by implementing small-group and individual instruction.

### **WORKING HOURS:**

- ILSAs will have to report to school by 7:15 am The working hours are as follows:

Monday and Tuesday - 7:15 am to 4:30 pm

Wednesday and Thursday - 7:15 am to 2:30 pm

- Attendance will be maintained. LSAs must sign in the register every morning.

### **CODE OF CONDUCT:**

- LSAs are expected to dress according to the school dress code.
- To inform parents, class teacher and department of Wellness, 1 day's prior in case of casual leave. In case of emergency leave or sick leave, inform the parent before the child leaves home.
- In case of a single day's absence, the teacher in collaboration with the teaching assistant will make sure necessary arrangements are made to cater to the child's needs. However, if the absence of LSA is extended, parents need to make alternative arrangements to enable the child to attend classes.
- The use of mobile phones should be only to take pictures and videos of the child. However, this should be under the guidance of the class teacher. Other students' privacy should be respected in this case.
- Both parties (Parent and LSA) should have a clear agreement on the payment terms and other working conditions outside the school if any. The school authorities will not be involved in any of these.
- Learning support assistants are permitted to use the resources in the school for the students within the school. The school resources are not to be used for any personal use of the LSA.



- LSAs are strictly prohibited from touching any student inappropriately.
- Health and Safety: The person must always carry out his/her responsibilities with due regard to the child's health and safety concerns.
- To maintain confidentiality about the child's information is a must. No information on students or school is to be shared or discussed outside the scope of employment.
- India International School is committed to safeguarding and promoting the welfare of all children.
- Learning support assistants are expected to always wear respectable clothing.
- Learning support assistants are not to do the teachers work or correct other children's work or instruct other children.
- Learning support assistants will work in close coordination with the parents, class teachers and special educator

## **RECORDING AND ASSESSING**

Learning support assistants are required to maintain the following records

1. Daily Communication Book: This will be a short note reflecting student achievements, behavior and areas of need/difficulty
2. Behavior trackers: In case of a child with behavior problems, the learning support assistant will track behavior by recording the frequency of incidents. This data will be used to assist in the preparation of the Behavior Intervention Plan.
3. IEP Goal Trackers: The Learning support assistant will also be involved in identifying and reviewing IEP goals.
4. End of Term Reports: The Learning support assistant prepares and end of term report of IEP goals to indicate the progress of the student

## **BEHAVIOUR MANAGEMENT:**

- Work in partnership with the class teacher to manage pupil behavior and maintain an appropriate working environment in accordance with the school's behavior policy
- Take lead responsibility for monitoring individual reward charts.
- Report to teachers on the behavior of the student.



## **IN ADDITION TO SUPPORTING THE CHILD IN CLASS, LSA IS ALSO REQUIRED TO SUPPORT THE CHILD IN SEVERAL SETTINGS:**

- Participating in special school celebrations.
- Showcasing talent.
- Others – social events, programs, sports, recreation, leisure, outings.
- Socialization with friends.
- Going on field trips.

## **TRAINING FOR LEARNING SUPPORT ASSISTANTS:**

The LSA is trained and guided by the Special Educator on how to support the student inside the school.

## **RECRUITMENT:**

- Once recruited a learning support assistant will function as a staff member of the school.
- All learning support assistants have formal school contracts.
- Parents pay the stipulated charges for the shadow teacher along with the fees for their child.

## **PREREQUISITES OF A LEARNING SUPPORT ASSISTANT:**

1. Learning support assistants should be a graduate, preferable related to child development
2. Learning support assistants will be trained by the assigned special educator in understanding the child's needs, behavior management, classroom adaptations and modification.
3. There will be a probationary period of three months, during which the services will be evaluated for their suitability for the role



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### **Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the principal of the school.

Name of the student: .....

Grade:..... Div:..... Admission Number: ..... DOB: .....

Name of the Parent: .....

Signature: .....

Name of the LSA:.....

Signature: .....

### **For office use only**

Sen Coordinator: .....

Signature: .....

Head of Department: .....

Signature: .....

Vice Principal: .....

Signature: .....

Principal: .....

Signature: .....

Any comments: .....

.....

Approved on: .....