



Job Description

Class Learning Support Educator (Class LSE)

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by assigned responsibilities. Therefore, this job description outlines primary duties, qualifications and job scope but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practices and pre-employment background checks to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a Code of Conduct annually and are expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

To support learning for all VIS students in accordance with VIS policies, procedures, programmes, curriculum, Student Profile and the school's Vision, Mission and Guiding Statements. The Class LSE works under the direction of the Homeroom Teacher to support learning, inclusion, classroom routines, student independence and participation across the school day. The Class LSE may support individual students, small groups or the whole class according to classroom and learning needs.

Reports to: Assistant Elementary Principal / Section Principal

Key Responsibilities

Supporting Learning & Teaching

- Support individual students, small groups or the whole class under the direction of the Homeroom Teacher.
- Support differentiated learning experiences to meet a range of student needs.
- Apply agreed Universal Design for Learning (UDL) strategies to help remove barriers to participation and learning.
- Support inquiry-based and inclusive learning in alignment with the PYP and VIS practices.
- Promote student agency, independence, confidence and positive learning behaviours.
- Prepare, organise and adapt learning materials and resources under teacher guidance.
- Support students in accessing appropriate classroom technologies and learning resources.
- Help maintain a safe, caring, culturally responsive and inclusive learning environment.
- Support positive, proactive and restorative approaches to behaviour.
- Provide relevant observations to the Homeroom Teacher regarding student participation, learning and wellbeing.

Classroom & Student Support

- Support classroom routines, transitions and the organisation of learning spaces.
- Support students during specialist lessons, assemblies, educational visits, field trips and outdoor learning experiences.
- Support agreed classroom-wide and individual strategies established by the Homeroom Teacher or Student Support Services.
- Where appropriate, support agreed accommodations and strategies for students with identified additional needs under the guidance of the Homeroom Teacher and Student Support Services.
- Contribute to student support meetings or individual learning plans when requested, under the guidance of the Homeroom Teacher and Student Support Services.

- Assist with personal care, mobility or self-regulation needs where applicable and where appropriately trained.
- Support safe arrival, dismissal, recess and other supervision duties as assigned.
- Provide temporary classroom cover when required, including supervising students, leading planned learning activities and maintaining established classroom routines during a Teacher's temporary absence, in accordance with School procedures and within the scope of the class LSE role. Such temporary cover does not transfer responsibility for curriculum planning, formal assessment or other professional responsibilities reserved to a qualified Teacher.
- Be deployed flexibly within the relevant school section, and where reasonably required elsewhere within the School, according to student needs, staffing requirements and operational priorities as determined by School Leadership.

Professional Responsibilities

- Work collaboratively with Homeroom Teachers, Specialist Teachers, Inclusion Practitioners and Student Support Services.
- Communicate clearly and professionally with students, colleagues and families in accordance with school expectations.
- Maintain confidentiality regarding student information in accordance with VIS policies and GDPR requirements.
- Read, understand and comply with all relevant school policies, procedures and safeguarding requirements.
- Immediately report safeguarding or child protection concerns through established procedures.
- Engage in required professional learning, including safeguarding, inclusion, child development, student wellbeing and PYP practices.
- Demonstrate professionalism, reliability, empathy and ethical conduct.
- Contribute to wider school life, events and community activities as required.
- Perform other duties as assigned by the Head of School or Principal.

Qualifications

- **LSE III / II / I Classification:** In possession of, or eligible for recognition of, the relevant qualification in accordance with applicable Maltese requirements:

- **LSE III:** MQF Level 6 Degree in Inclusive Education (or equivalent).
- **LSE II:** MQF Level 5 Diploma in Inclusive Education (min. 60 ECTS).
- **LSE I:** MQF Level 5 Certificate in Inclusive Education (min. 30 ECTS).
- **Supply LSE:** MQF Level 4/5 10-week/14 ECTS Award in Inclusive Education (or equivalent) + required O-Level/A-Level qualifications under local regulations.
- Clean Police Conduct Certificate.
- Eligibility to work in Malta and, where applicable, possession of or eligibility to obtain the necessary employment and residence authorisation.
- Fluency in English (speaking, writing and listening); operational fluency in Maltese is desirable.
- Experience supporting students with diverse learning needs in an inclusive classroom environment is desirable.
- Understanding of child development and positive, proactive approaches to student behaviour.
- Ability to work collaboratively under the direction of a teacher and as part of a wider school team.
- Experience in an international school setting is desirable.

Additional Notes

- The list of main duties and responsibilities appearing in this profile is not exhaustive nor necessarily in order of importance; nor is any part of this profile permanent or immutable.
- The Homeroom Teacher retains responsibility and accountability for curriculum planning, assessment and overall student progress.
- The Class LSE supports learning across the classroom and may work with individuals, small groups or the whole class according to need.
- A Class LSE may, when required, provide temporary classroom cover and lead planned learning activities in accordance with school procedures.
- Assignment to a particular class, grade level, student or section does not constitute a permanent allocation and may be changed by the School according to student needs and operational requirements.

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