



Job Description

Learning Support Educator

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 the assigned responsibilities. Therefore, the job description is designed to outline 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 his/her services wherever and whenever necessary to ensure the success of our school.

Purpose of Role

Reports To: Relevant Section Principal and Inclusion Coordinator

General Duties & Responsibilities

- To work according to the Statement of Needs issued by the Statementing Moderating Panel (SMP) and to cater for the individual needs of the student under the guidance of the Inclusion Coordinator (INCo).
- Support the child with individual needs particularly in supporting the student with sustaining attention and make provision for gifted learning where applicable.
- Participate in Making Action Plans (MAPs) and Individual Education Programmes (IEPs) meetings.
- Ensure that the student is working towards the targets identified in the IEP. Moreover, it is imperative that the IEP is implemented on a daily basis with the necessary adaptations, modification and resources. The latter need to be developed together with the teacher under the guidance of the INCo.
- Manifest collaborative teaching with the class teacher particularly in the preparation of educational resources, instruction and assessment of the students concerned.
- Ensure the well-being of the student with SEN during special classes by presenting help during PE, Music or Drama lessons as stipulated in the IEP, and as the student's condition necessitates.
- Carry out supervision duties and provide assistance during recess and lunch time breaks as recommended by the Statement of Needs. In addition LSAs are required to perform supervision obligations during field trips.
- LSEs are not required to perform duties that fall outside the parameters of supporting students such as preparing photocopies, bulletin boards etc
- LSEs will not correct students' work, accompany classes to specials unless for the student with SEN (see clause further down), or supervise students whilst the teacher is not present.
- Required to attend all school meetings including section meetings unless otherwise notified.



Job Description

Learning Support Educator

Qualifications

- In possession of 10 and 20 week course for Learning Support Assistants, Diploma in Inclusive Education, BTEC Diploma in Early years or in Care
- Minimum 1 year work experience as a LSE
- Evidence of participation in professional development courses
- Interests in crafts, art and/or other related areas
- Experience of voluntary work with children will be considered an asset

Skills and Competencies

- English language fluency: speaking, writing, listening
- Effective communication skills: speaking, writing, listening
- Demonstrates organization skills
- Knowledge of classroom modification strategies and behaviour management techniques
- Knowledge of Assessment for Learning practices
- Effective use of technology accompanied with an understanding of the use of technology in teaching and learning
- Values collaboration and teamwork