



## JOB DESCRIPTION

**Position:** Individual Learning Assistant

**Accountable to:** Head of Learning Support Faculty

### **GENERAL STATEMENTS OF RESPONSIBILITIES (SUBJECT TO CHANGE AND DEVELOPMENT):**

The successful candidate will work with a young student who has special educational needs on a one to one basis in the classroom. The role will include:

- Assist individual student as necessary to follow routines.
- Develop and deliver individualised provision in line with the needs of the student and in collaboration with the class teacher.
- Initiate and follow through with behavioural and academic intervention programmes as designated and demonstrated by the classroom teacher and Learning Support Faculty.
- Assist in collecting data for behavioural and academic targets as outlined in the student's Individual Education Plan.
- Collaborate in the writing of the student's Individual Education Plan.
- Communicate with all team members in an appropriate manner regarding student progress and/or concerns.
- Contribute to the feedback to the student's family on achievement, attainment and behaviour.
- Maintain student confidentiality.
- Any other duties that the SENCO and/or Head of Learning Support Faculty may, from time to time, ask the post holder to perform.



**PERSON SPECIFICATION FOR THE ROLE OF LEARNING SUPPORT TUTOR / INDIVIDUAL  
LEARNING ASSISTANT / TEACHING ASSISTANT**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a school</li> <li>• Experience of working with children/young people</li> <li>• Experience of relevant age group</li> <li>• An understanding of the varied needs of children as they develop socially and academically</li> <li>• Excellent understanding of Safeguarding and Child Protection policies and practices</li> <li>• A standard of written and spoken English that supports pupils' learning</li> <li>• A knowledge of behaviour management techniques that support school and classroom practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Experience of developing the practice of others</li> <li>• Experience of working with children with special needs</li> <li>• Proficient ICT user</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• High expectations and aspirations for pupils and staff</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Communicate effectively with all in school</li> <li>• Be well organised and work within deadlines</li> <li>• Be a good team player and work cooperatively in different capacities</li> </ul>	<ul style="list-style-type: none"> <li>• Inspirational role model to others in school</li> </ul>





<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and use initiative</li> <li>• Ability to relate well to children and adults</li> <li>• Ambitious and willing to learn</li> <li>• Flexible, creative and inspiring</li> <li>• Caring, positive, open and honest</li> <li>• Dedicated and hard working</li> <li>• Citizen or Permanent Resident of Brunei Darussalam</li> </ul>	<ul style="list-style-type: none"> <li>• Champion for children</li> <li>• Proactive in self-development</li> </ul>
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