



Position: One to One Assistant

Reports to: Director of Specialist Learning and Teaching

Role of One-on-One Learning Support Assistant:

Responsibilities include:

- Support individual student in the classroom setting, in collaboration with the classroom teacher, by following lessons provided by the teacher.
- Supervise student's independent work, facilitating and monitoring small groups or providing one to one support when needed.
- Work collaboratively as a team member within the Learning Support Department and grade level
- Under the direction of the teacher, record the progress of the individual student and refer this information to the class teacher and the Learning Support Department
- Respect the confidentiality of information regarding students and their families; he/she should not discuss students' progress at school directly with parents, but should refer them to the class or subject teachers

Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control



- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Date:

Date: