



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

Life Centered Education (LCE) Teaching Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: Supervising Life Centered Education (LCE) Teacher and Head of Student Support Services (SSS)

Scope of Responsibilities:

The LCE Teaching Assistant supports students in the Life Centered Education (LCE) program by providing assistance to individuals and small groups of students with diverse learning and developmental needs. The role focuses on supporting student learning, independence, inclusion, and well-being under the direction of the LCE teacher. The position also includes supporting classroom preparation, implementing individualized learning plans, and assisting in the delivery of specialized instruction and interventions. The LCE Teaching Assistant works collaboratively with the LCE team, classroom teachers, and specialists to ensure students are meaningfully included in school life.

Life Centered Education Program Description

Life Centered Education (LCE) provides the most individualized support to students at ISK, ensuring that each student has meaningful inclusion opportunities with age-level peers while developing independence, social skills, and strengths-based learning. Through highly personalized programming, LCE fosters growth in academic and life skills in an environment tailored to each student's unique needs.

Abilities:

The LCE Teaching Assistant demonstrates the ability to recognize and respond to each student's individual needs within the LCE program. Candidates must exhibit understanding, patience, and empathy when supporting students with diverse learning and developmental needs. This includes the ability to identify and respond to each student's strengths and areas of need, and to actively encourage and support their inclusion in mainstream classes, programs, and activities across the school. The role also requires the ability to support students in working toward increased independence, inclusion within the broader student community, and participation in work experience placements, as appropriate.

Responsibilities as Related to the ISK Educational Aims

Collaborator

- Work closely with the LCE teacher, SSS team, classroom teachers, and specialists to support student learning and inclusion.

- Assist in the preparation of adapted materials, visual supports, and differentiated resources.
- Support the implementation and adaptation of individualized education plans (IEPs) and learning programs.
- Contribute to planning and supporting work experience placements and inclusion opportunities.

Communicator

- Communicate regularly with the LCE teacher, SSS team, and relevant staff regarding student progress and needs.
- Use consistent, respectful, and supportive communication strategies with students.
- Support communication with parents by sharing activities or strategies for home support as directed by the LCE teacher.
- Maintain accurate and timely documentation of student progress, behavior, and interventions.

Thinker

- Apply understanding, patience, and empathy when supporting students with diverse needs.
- Adapt approaches based on individual student strengths, needs, and responses.
- Implement recommendations from specialists (e.g., speech and language, occupational therapy, sensory integration) under the direction of the LCE teacher.

Self-Manager

- Provide direct support to students through instruction, intervention, and supervision.
- Support students with daily living skills (e.g., eating, toileting, dressing) as required.
- Supervise students during transitions, unstructured times, in the canteen, and other assigned periods to ensure safety and development of life, social, and physical skills.
- Work independently with small groups and respond appropriately to challenging behaviors.
- Maintain a safe, structured, and supportive learning environment.

Change-Maker

- Promote inclusion by supporting students' participation in mainstream classes, programs, and activities.
- Support students in developing independence, social skills, and readiness for life beyond school.
- Attend relevant departmental, divisional, and PreK–12 professional meetings.
- Contribute to a positive, inclusive, and student-centered learning environment.
- Assume responsibility for meaningful professional growth.

Working within the LCE Team

Work closely with the LCE team to:

- Prepare demonstrations, visual aids, and adapted materials
- Partner with the LCE teacher to develop, implement, adapt, and modify the curriculum
- Deliver tailored instruction to individual students and small groups
- Partner with the LCE teacher to monitor, collect, and track student data, and use this to support student learning
- Work independently with small groups of students and respond appropriately to challenging behaviors
- Gather data and document student progress and behavior in a consistent and agreed-upon manner
- Support the development and implementation of students' learning and behavioral plans, with a focus on achieving IEP goals
- Provide parents with activities and strategies to support their children at home, as guided by the LCE teacher

*Perform other duties as reasonably assigned by the LCE Teacher, Head of SSS, or Divisional Principals.

Required Qualifications, Skills and Qualities:

- Diploma or Bachelor's Degree in Special Education, Education, or a related field
- Minimum of 2 years' experience supporting students with special needs
- Strong interpersonal and communication skills
- Strong student advocacy skills
- Strong organizational and documentation skills
- Good computer skills and familiarity with digital tools
- Fluent English speaker with strong written communication skills
- Student-centered, patient, and nurturing approach
- Ability to work collaboratively within a multidisciplinary team
- Self-motivated with initiative, flexibility, and adaptability
- Professional and ethical approach to work
- Commitment to continuous personal and professional growth
- Commitment to ISK Mission and Educational Aims

Preferred Qualifications, Skills and Qualities:

- Experience supporting students across a range of special needs
- Experience with assistive and adaptive technologies
- Experience in vocational training, life skills programming, or job coaching

ISK's Mission, Vision & Educational Aims



MISSION ISK inspires and nurtures passion, creativity & ambition in pursuit of a better world.

VISION

EMPOWERING students to create solutions for tomorrow's challenges.

LEARNING at ISK

At ISK, learning is the construction of meaning. We construct meaning through inquiry-based experiences that transcend disciplines.

These active roles prepare all ISK learners to achieve our vision to empower students to create solutions for tomorrow's challenges.



Self-Manager

As a self-manager, I am responsible for my actions. I reflect on my learning and set goals to continue to grow. I take initiative and persevere to overcome challenges. I am aware of my needs and the needs of others.



Thinker

As a thinker, I identify problems and find creative solutions. I am curious and pose questions in ways that open up thinking and create new possibilities. I analyze and evaluate information to design and develop solutions and opportunities. I make claims and support them with evidence and reasoning. I deepen my understanding by considering different viewpoints.



Collaborator

As a collaborator, I actively listen to understand the ideas of others. I contribute by asking questions and building on the ideas of others. I ensure that all voices are heard and valued by encouraging others and sometimes compromising as we build on our strengths. I am respectful of others' opinions and form positive relationships as a community member in order to achieve a common goal.



Changemaker

As a changemaker, I use my skills and understandings to make a positive difference. I am interested in working on real-world problems and being helpful locally and globally. By being aware of my culture and other cultures, I better understand issues from many points of view. I try to make principled decisions in my everyday life and advocate for a just and equitable future.



Communicator

As a communicator, I express ideas and information clearly, confidently, and appropriately. I listen and show respect when others are speaking. I express my true self and understand that my words impact others. I support and provide space for those whose voices and identities may not be heard.