

POLICY FOR LEARNING SUPPORT ASSISTANT

AY 2023-24

Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

As we know, **‘Each child is Different’** and they have varied learning styles. At The Indian AcademyDubai, we believe that it is imperative to support each student based on his/her varied needs, to become successful and independent learners in the least restrictive school settings. The goal of providing learning support assistance is to help the students to function in a mainstream school setting successfully by supporting the academic and/or behavioral goals designed by the Sahaya Team. It helps in providing with continuity in their classes, instilling responsibility, fostering independence and encouraging learning in students who require learning support assistant.

Appointment

At The Indian Academy Dubai, **the appointment and remuneration of an experienced Learning Support Assistant is the responsibility of the parent.**

The school will then interview the Learning Support Assistant recommended by the parent and select a suitable candidate to work with the student at school. In case the parents are unable to find a suitable candidate, the school can share CVs of LSAs who have been with the school before and handled students of similar needs.

- All learning support assistants have contracts with Parents, school is not related with them, only for acknowledgement a copy of MOU will be kept with the school.
- **Since this is purely a parental hire**, the school is not responsible for any **remuneration or payments between Parent and LSA**

Essentials for LSA

1. Learning support assistants should be a graduate, preferable related to child development.
2. Learning support assistants will be trained by Head of Inclusion in understanding the child's needs, behavior management, classroom adaptations and modification.
3. There will be a probationary period of one month, during which the services will be evaluated for suitability for the role.

Code of Conduct

1. Learning support assistants should strictly follow the principles of confidentiality. No information on student or school is to be shared or discussed outside the scope of employment.
2. Learning support assistants are permitted to use the resources in the school for the students within the school.
3. Learning support assistants are expected to wear respectable clothing at all times.
4. Learning support assistants will not replace the class teacher. He/She will assist the teacher in the inclusion process. Learning support assistants are not to do the teachers' work or correct other children's work or instruct other children.
5. Learning support assistants will work in close coordination with the parents, class teachers and special educator. He/She will be a part of the Intervention plans such as IEP/BMP/IP meetings and contribute to setting of goals & will always notify it to Head of Inclusion.

Role of a Learning Support Assistant

- To support the student in his/her classroom academic tasks by helping fill in the gaps in the learning process.
- To work in the interest of the student in building self-confidence, promoting positive interaction in the classroom.
- Ensuring that the student focuses on important concepts taught.
- Help in the overall development of the student in terms of academics and social skills.
- The Learning Support Assistant will work under the general direction of a teacher in the classroom and under the supervision of the Special Educator.
- Will execute all the curriculum modification/differentiated tasks/support work/resources planned and prepared by the teacher/Special educator.
- Will ensure that all accommodations suggested in the Intervention Plan are implemented.
- Will keep track of the student's progress and prepare a term report for the school files.
- Always maintain discretion and confidentiality of child and the family information.
- Complies with all rules and policies regarding safety.
- Seeks professional growth through reading, attending workshops, seminars, conferences, and completing advanced course works.

Reporting criteria

Learning support assistants are required to maintain the following records:

1. Daily Trackers: This will be a short note reflecting student achievements, behavior and areas of need/difficulty which is a one drive link.
2. Behavior trackers: In case of a child with behavior problems, the learning support assistant will track behavior by recording the frequency of incidents. This data will be used to assist in the preparation of Behavior Modification Plan.
3. IEP Tracking: Regular follow up and accordingly lesson plans should be designed with scaffolding material and year end tracking is required for the same.

Regards,



SHINY DAVISON

Principal