

POLICY FOR LEARNING SUPPORT ASSISTANT

Policy Reviewed - March 2024

Date of Next Review - March 2025

As we know, 'Each child is Different' and they have varied learning styles. At The Indian Academy Dubai, 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 R.I.S.E department. It helps in providing continuity in their classes, instilling responsibility, fostering independence, and encouraging learning in students who require learning support assistant.

RATIONALE

All children need support to learn and develop academic skills, social skills, and independence. However, not all children learn at the same pace as their peers and may experience challenges in the mainstream school setting. These children may require one-to-one attention to cope with the classroom teaching. While every member of the faculty and administrative staff is committed to the cause of every child's learning, the school has a team of professionals to provide the required support in Special Education and Counselling. Additionally, the Learning Support Assistant and learning- support assistance from peer mentors is required to help the child cope with any challenge he/she may be facing.

ROLES AND RESPONSIBILITIES

- Assist classroom teacher with the process of including students with special needs in regular education classrooms
- Assist with the preparation of materials and strategies to enhance the learning for students with special needs
- Accept students with special needs and provide them with full opportunities to learn
- Participate in teamwork to meet the needs of students
- Provide direct individual support for the students with special needs in accordance with the requirements of an IEP
- Monitor and assist students with special needs complete work assignments
- Supervise students with special needs outside the classroom during break time, whole in row, while engaging in extra-curricular activities, with mobility between the various facilities such as library, cafeteria, toilets, and playground and gathering place for buses and lab.
- Follow up and implement programs to improve the daily living skills of students with special needs

- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school
- 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 keep track of the student's progress and prepare a term report for the school files.
- Compliance with all rules and policies regarding safety.
- Seeks professional growth reading, attending workshops, seminars, conferences, and completing advanced works

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 the CVs of LSAs who have been with the school before handling students of similar needs.
- All learning support assistants have contracts with Parents, the school is not related to them, only for acknowledgment a copy of the MOU will be kept with the school.
- The timings for the Learning Support Assistant will be for the duration the child is required to be in school from Monday to Friday.
- The Learning Support Assistant will be required to stay back at least twice a month based on the school requirement.

ESSENTIAL FOR LSA

1. Learning support assistants should be graduates, preferably related to child development.
2. the Head of Inclusion will train learning support assistants to understand the child's needs, behavior management, classroom adaptations, and modifications.
3. There will be a probationary period of one month, during which the services will be evaluated for their suitability for the role.

BEHAVIOUR MANAGEMENT

- Work in partnership with the class teacher to manage pupil behavior and maintain an appropriate working environment by the school's behavior policy
- Take lead responsibility for monitoring individual reward charts.
- Report to teachers on the behavior of pupils during lessons and any issues arising

In addition to supporting the child in class, LSA is also required to support the child in several settings

- Participating in special school celebrations
- Showcasing talent.
- Others – social events, programs, sports, recreation, leisure, outings.
- Socialization with friends.
- Going on field trips.

TRAINING FOR LEARNING SUPPORT ASSISTANTS

The Special Educators train and guide the LSA on how to support the students inside the school.

ULTIMATE GOAL OF LEARNING SUPPORT ASSISTANTS

Teaching the child how to be independent at school is the goal. Staying positive, consistent, and patient is the key to success.

CODE OF CONDUCT

1. Learning support assistants should strictly follow the principles of confidentiality. No information on students or schools 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 always wear respectable clothing.
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 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 educators. He /She will be a part of the intervention plans such as IEP/BMP/IP meetings and contribute to the setting goals & will always be the Head of Inclusion.

REPORTING CRITERIA

Learning support assistants are required to maintain the following records:

1. Daily Trackers: This will be a short note reflecting student achievements and behavior areas of need/difficulty, a one-drive link.
2. Behavior trackers: In the 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 the 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

CONFIDENTIALITY AGREEMENT

I _____, appointed as a Learning Support Assistant (LSA) for _____ of Grade _____ at The Indian Academy Dubai School, agree to follow the guidelines for the role of a Learning Support Assistant as laid out in the school's Learning Support Assistant Policy, which are as follows:

- I understand that the Employment contract between the school and the LSA is valid till the child is studying in the school or per the requirements of the child. On completion of this contract, the settlement will be done as per the UAE labor laws.
- I will follow the school code of contact.
- I will not disclose any kind of information relating to the child or school to anyone other than authorized school department employees.
- I will direct any query about the child or school to the authorized school department staff.
- I will not click photos or take videos of the child without consent
- I will not click pictures or take videos of the school or other students without consent
- I have no objection to staying in school twice a month and on days that may be mandatory to plan the learning and other needs of the child.

Signatures:

Learning Support Assistant: _____

Counsellor/ Special Educator: _____

Class Teacher: _____

Parent: _____

Head of Inclusion: _____

Principal: _____

Date: _____

Regards,

Shiny Davison

Principal