



جيمس مودرن أكاديمي GEMS Modern Academy



GEMS Modern Academy Learning Support Assistant Policy

GEMS Modern Academy is committed to inclusion and supports a broad range of needs. Provision of shadow teachers is one of the various supports available to students with additional needs. The need for one will be evaluated by the SEN department based on severity and extent of support required.

Recruitment

Selecting an appropriate learning support assistant is a collaborative process. The parent may source the shadow teacher and the school may assist in the process of determining suitability with respect to the needs of the child.

- Once recruited a learning support assistant will function as a staff member of the school.
- All learning support assistants have formal school contracts.
- Parents pay the stipulated charges for the shadow teacher along with the fees for their child.

Prerequisites of a learning support assistant

1. Learning support assistants should be a graduate, preferable related to child development
2. Learning support assistants will be trained by the assigned special educator 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 IEP meetings and contribute to setting of goals

Role and Responsibilities





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1. To assist the child to follow the teacher's instruction and complete tasks.
2. To engineer situations to encourage social interaction
3. Involve child in a variety of structured play with others
4. Help the child understand and abide by the class and social rules by providing relevant consequences for appropriate and inappropriate behavior.
5. TO ensure consistency with consequences for inappropriate action
6. To modify tasks where necessary to make them achievable for the child.
7. To prepare the child for changes in routine.
8. To foster independence.
9. To assist the teacher in preparing the activities.
10. To do things with and not for the child.

Recording and assessing

Learning support assistants are required to maintain the following records

1. Daily Communication Book: This will be a short note reflecting student achievements, behavior and areas of need/difficulty
2. Behaviour 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 Behaviour Intervention Plan.
3. Daily IEP Goal Trackers: Shadow teacher will track IEP goals on a daily basis for their students. The Learning support assistant will also be involved in identifying and reviewing IEP goals.
4. End of Term Reports: The Learning support assistant prepares and end of term report of IEP goals to indicate the progress of the student.

