

## Inclusive Learning Assistant Job Description

### Inclusive Learning Assistant

The post holder will be responsible for supporting students to fully participate in learning within a mainstream educational setting under the direction and guidance of the Inclusion Leader and to provide for the social, educational and welfare needs within the school.

**Employed by:** NCBIS to support the vision, positive ethos and policies of the school

**Responsible to:** Head of Inclusive Learning

**Qualifications:** Degree, IELTS (6.5 and over) or native English speaker

**Experience:** A minimum of 3 years' experience within a related role

**Working hours:**

- Full time;
- To be in school by 7.30 am until 3.30 pm, 4pm on staff meeting days and 3pm on a Thursday;
- To attend relevant staff meetings and other professional school-related activities, including those outside normal working hours, as required or directed by the Head of Inclusive Learning.

**KEY DUTIES OF THE ROLE:**

<p><b>A. Safeguarding and Health and Safety Duties</b></p>
<ul style="list-style-type: none"> <li>● be fully aware of the principles of safeguarding as they apply to vulnerable children and adults in relation to the role;</li> <li>● ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.</li> </ul>
<p><b>B. Set high expectations which inspire, motivate and challenge pupils</b></p>
<ul style="list-style-type: none"> <li>● establish a safe and stimulating environment for pupils, rooted in mutual respect;</li> <li>● set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;</li> <li>● demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils;</li> <li>● guide pupils to reflect on the progress they have made and their emerging needs.</li> </ul>



Bringing out the best in everyone

# NCBIS

Since 1978

New Cairo British International School



### **C. Demonstrate a good understanding of the learning needs of pupils on the inclusive learning register**

- have a secure knowledge of selected pupils' barriers to learning and of inclusive learning strategies that will overcome these barriers, foster and maintain pupils' interest and progress in their learning;
- be confident in supervising internal and international assessments.

### **D. Collaborate with teachers in planning and delivering inclusive lessons**

- promote a love of learning and children's intellectual curiosity;
- encourage students to recognise the value of learning beyond the classroom;
- contribute to the design and provision of inclusive learning support;
- chunk challenging content and present in a systematic manner so that students of all abilities can follow.

### **E. Adapt teaching to respond to the strengths and needs of all pupils**

- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- demonstrate a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **F. Make accurate and productive use of assessment**

- demonstrate effective use of assessment to monitor student progress and provide feedback.

### **G. Manage behaviour effectively to ensure a good and safe learning environment**

- have high expectations, clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.

<b>H. Fulfil wider professional responsibilities</b>
<ul style="list-style-type: none"> <li>● demonstrate a positive contribution to the wider life and ethos of the school;</li> <li>● take responsibility for improving teaching through appropriate professional development by working collaboratively and responding to advice and feedback from colleagues;</li> <li>● communicate effectively across the school community;</li> <li>● undertake duties and administrative tasks;</li> <li>● contribute to the wider promotion of English through whole-school events and initiatives.</li> </ul>
<b>G Internationalism/ Global Citizenship</b>
<ul style="list-style-type: none"> <li>● promote the school's understanding of internationalism and global citizenship;</li> <li>● promote the development of the Learner Profile;</li> <li>● make links between English topics and global mindedness.</li> </ul>

### Inclusive Learning Assistant Person Specifications

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or further postgraduate qualification	✓	
Outstanding proficiency in English in speaking, reading understanding and writing	✓	
IELTS 6.5 and above score to demonstrate competence in English if a non-native speaker		✓
<b>Experience</b>		
A minimum of 3 years' experience within a related role	✓	
<b>Professional Knowledge and Understanding</b>		
Have a secure knowledge of pupils' barriers to learning and of inclusive learning	✓	

Knowledge of National Curriculum for England and PYP Pedagogy		✓
First Aid qualification		✓
Understanding of the relationship between planning, assessment, monitoring and target setting to maintain high levels of achievement and behaviour for all children		✓
<b>Professional Skills</b>		
Able to demonstrate the effective use of ICT to enhance learning and teaching	✓	
Able to plan and work collaboratively with colleagues	✓	
Able to communicate sensitively with parents	✓	
Good communication skills both orally and in writing	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit		✓
<b>Personal Attributes</b>		
Commitment to excellence	✓	
Ability to enthuse and motivate others	✓	
Commitment to professional development	✓	
Ability to cope with frustration	✓	
Proactive	✓	
Ability to embrace change	✓	
Excellent interpersonal skills	✓	