

<b>LOCATION</b>	The British International School Abu Dhabi
<b>JOB TITLE</b>	<b>Specialist SEN Teaching Assistant</b>
<b>JOB PURPOSE</b>	To support pupils who are identified as having learning difficulties and to support and promote inclusive practices within the School.
<b>REPORTING TO</b>	<b>SEN Coordinator (Secondary)</b>
<b>DIRECT REPORTS</b>	N/A
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience
<b>KEY RESULT AREA</b>	
<p><b>SEN Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To assist in assessing the special educational needs of pupils with learning difficulties and to ensure that special provision is made in line with those needs.</li> <li>• To plan and assist in the implementation of individual learning programmes for pupils on the special needs register –in collaboration with the SEN Coordinator and Teacher.</li> <li>• To monitor, record and review pupil progress and ensure that the provision being made remains appropriate to the special educational needs of pupils with learning difficulties.</li> <li>• When necessary, attend meetings with parents to support the SEN Coordinator in order to promote working partnerships that are effective in providing for pupil's special educational needs.</li> <li>• To prepare and maintain support materials relative to the support of SEN pupils.</li> <li>• To work in collaboration with the EAL team where appropriate.</li> </ul> <p><b>General Learning Support Responsibilities</b></p> <p><i>A. Supporting the pupil</i></p> <ul style="list-style-type: none"> <li>• Developing knowledge and understanding of the needs of the pupil.</li> <li>• Aiding the pupil in learning as effectively as possible, both in group situations and individually, inside and outside of the classroom. For example by: <ul style="list-style-type: none"> <li>○ Clarifying and explaining instructions,</li> <li>○ Ensuring the pupil is able to use necessary equipment,</li> <li>○ Motivating and encouraging the pupil/s,</li> <li>○ Assisting in areas of specific weakness such as English vocabulary, sentence structure or phonological awareness,</li> <li>○ Helping pupil/s to concentrate on and finish work set,</li> <li>○ Attending to pupils' personal and health needs,</li> <li>○ Developing appropriate resources to support the pupil/s,</li> <li>○ Assisting in the management of pupils' social interactions and behaviour.</li> <li>○ Assisting in the assessment of progress of students who are supported.</li> </ul> </li> <li>• Establishing a supportive and trust-based relationship with the pupil concerned and assist the child to develop some responsibility for their own learning and progress.</li> <li>• Establishing acceptance and inclusion of the pupil in the classroom and work where necessary with other pupils to help integrate those being supported.</li> <li>• Managing the pupil as advised by the SEN Coordinator.</li> <li>• Using methods of promoting / reinforcing the pupils' self-esteem such as praise, encouragement and recognition of progress or achievement.</li> <li>• Ensuring the safety of the pupil in their care.</li> </ul> <p><i>B. Supporting the Class Teacher and SEN Coordinator</i></p>	

- Assisting the SEN Coordinator in developing a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
- Working within and help maintain the school's system of recording and monitoring of pupils' progress.
- Providing feedback about pupils' difficulties and/ or progress to the SEN Coordinator.
- Writing reports about the pupil/s' progress as requested by the SEN Coordinator.
- Participating in the evaluation of the support programme and be available, if required to attend case conferences with parents.
- Helping to adapt/ find differentiated materials to enable pupil to access the class curriculum.
- Reporting any problems about arrangements or any incidents to the SEN Coordinator.

### C. Supporting the school

- Where appropriate, fostering links between home and school.
- Liaising, advising and consulting with other members of the Inclusion team.
- Contributing to review meetings, as appropriate.
- Participating in relevant professional development.
- Being fully aware and supportive of school policies and procedures.
- Maintaining confidentiality about home- school / pupil- teacher/ school work matters.
- Completing any other related task as directed.

### OTHER

- Promote and adhere to the Company Vision and Values:
    - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
    - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
    - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
    - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
  - All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
  - Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Chief Executive Officer

## PERSON SPECIFICATIONS

### Qualifications/Training

- |                                      |           |
|--------------------------------------|-----------|
| ▪ Qualified to degree level or above | Desirable |
|--------------------------------------|-----------|

### Experience / Knowledge

- |  |           |
|--|-----------|
| ▪ Strong teaching background   | Essential |
| ▪ Demonstrable evidence of innovating and adapting curricular to engage children and enable them to perform highly | Essential |
| ▪ Ability to work in partnership with parents  | Essential |

Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform to the best of their ability	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Essential

#### OTHER CONDITIONS

Must hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Must comply with visa requirements for working in the UAE.

Must complete Nord Anglia child protection training.