



## ILSA Policy

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Version	Document Title	Status	Author	Approved by	Date	Reviewed On	Next Review Date
4.0	ILSA Policy	Final	Head of Inclusion	NA	August 2023	August 2024	August 2025
	Regional Director		Principal			Vice Principal	
	Head of Foundation Stage		Head of Primary			Head of Secondary	

## **Aim**

Individual Learning Support Assistants are recommended only for those students who require rigorous and continuous one to one support. It is expected that any ILSA working with a child at Newlands School possesses the specific skills to work with a particular child. Depending on the needs of students' an ILSA may provide support to more than one student.

## **Job Purpose**

Formerly known as a shadow teacher, an Individual Learning Support Assistant (ILSA) provides support to students of determination across academic, social, emotional and behavioural areas of learning. They ensure students of determination get an equal opportunity to access the curriculum through differentiated materials and appropriate accommodations when required. An important part of the role involves working closely with the Head of Inclusion and Learning Support Teacher, alongside classroom teachers.

## **Roles and Responsibilities**

The ILSA appointed to work with a specific child will have a clear understanding of their roles and responsibilities. The ILSA will be provided with their job description, along with a copy of the KHDA's Inclusive Education Policy Framework and the Guide to Inclusive schools, to better understand the context of their role.

It is expected that the ILSA will be involved in the routines and classroom approaches so they can use them effectively when working with the child at school. Respective class teachers will involve the ILSA when planning activities and identify the appropriate support within the weekly planning. The ILSA will be a part of the class and support the child they are going to work with. When required, they will be allocated a small group of children to ensure the child they are working with does not become dependent on them. Instructions regarding the education of the child will come from the school and as all children follow the curriculum of the school, the ILSA will support the child within this. The ILSA will also support the child on the playground and during breaks to facilitate language and social interaction with peers. It is the responsibility of the ILSA to provide the Head of Inclusion and parents with weekly reports.

The ILSA along with the class teacher will be involved in the development of the child's Individualized Education Plan (IEP). As part of professional development, the ILSA will be monitored by the school to ensure the child's needs are being met and the best strategies are being implemented. It is necessary that they attend trainings hosted by the Inclusion Department so that they can support their students' learning in a way that is reflective of Newlands ethos.

The school supports parents in finding a suitable candidate and parents are required to submit the following documents before enrolling their child.

1. N.O.C. (No Objection Certificate) from the ILSA's sponsor to work in Newlands School, Dubai.
2. A copy of the contract between the parents and the company that the ILSA is working with.
3. Letter of consent from the parents for accepting the ILSA from 3rd Party.

4. Copy of the ILSA's passport with a valid UAE Visa
5. Copy of the Emirates ID of the ILSA.
6. Police report of the ILSA.
7. Copy of the candidate's CV and interview with the Head of Inclusion.

## **Job Description**

### **Contributes to the management of child behaviour**

- Promotes school policies on child behaviour
- Supports and implements strategies to manage challenging behaviour
- Contributes to the management of child behaviour
- Employs strategies for behaviour management and reports any problem to the teacher
- Reports any progress towards targets for children with Behaviour Support Plans
- Modifies approaches to ensure desired outcomes are achieved

### **Supports child during learning activities**

- Provides support for learning activities
- Promotes independent learning
- Encourages the child to take responsibility for their own learning

### **Assists in preparing learning environment**

- Prepares resources and materials
- Prepares and/or modifies learning material

### **Contributes to maintaining child records**

- Updates relevant records under the guidance of the Head of Inclusion and/or SEN Teacher
- Ensure that contributions are accurate, complete and up to date
- Provides verbal and/or written feedback about child's progress

### **Promotes social and emotional development of child**

- Supports child in developing appropriate social interactions and independent conversations
- Employs strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

### **Liaisons with other team members and parents in a professional manner**

- Aware of school's policies and practices.
- Interacts and contributes professionally with teachers, other colleagues and parents.

### **Reviews and develops own professional practice**

- Takes part in regular self- review and takes advantage of development opportunities
- Sets personal targets and attends relevant courses/in-service training

## Person Specification

### Qualifications

- A good level of English

### Experience/Knowledge

- Proven successful experience of working with children in an educational setting
- A genuine love for working with children
- Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
- Knowledge and understanding of the importance of Newlands School's policies.

### Skills and abilities

- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills
- Well organised and practical
- Ability to diffuse conflict
- Adaptable and flexible
- Calm under pressure
- Able to implement and maintain a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with children, parents and Newlands staff
- Able to organise and deliver classroom activities
- Able to deal with sensitive information in a confidential manner

### Additional factors

- Have a caring and positive nature
- Prompt and reliable
- Prepared to undergo training appropriate to the post
- Work in line with Newlands School behaviour policy
- Work within the guidelines of the Child Protection policy
- Willingness to attend and participate in meetings to review individual child progress
- Ability to monitor and evaluate child performance

### **Individual Learning Support Assistant (ILSA) Agreement**

I, \_\_\_\_\_ working as an Individual Learning Support Assistant at Newlands School, agree to follow the guidelines of the roles and responsibilities of an ILSA as laid out in this ILSA policy.

Signature: