



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Support for Learning Teaching Assistant

Rationale:

The Support for Learning Teaching Assistant will contribute to the fulfilment of the mission and vision of the school towards providing excellent international education to all students in the school. They will enhance student learning, by helping students in Years 7 – 11 to develop effective strategies to overcome their specific learning disabilities, within the core subjects of Mathematics and/or Science and/or English and/or Humanities. To provide expertise, so programmes of study that meet individual student learning needs can be developed with specialist teachers. To support the SfL team in ensuring exam accommodations are provided to Years 7-13 students throughout the academic year.

Reporting to: Head of Support for Learning Faculty

Principal Responsibilities:

- Participate in appraising the needs of students with learning disabilities/difficulties by the monitoring of student progress
- Plan (individually/collaboratively) and execute individualized programmes of study
- Provide in class support for students within Years 7 – 11
- Develop secure subject knowledge and an understanding of how students learn
- Develop differentiated resources to support students with identified learning disabilities
- Liaise with teachers over factors affecting SEN students in curriculum/individual student needs
- Assist teaching staff to enable students to access the curriculum, and to enhance the learning of students with wide ranging educational needs
- Help SfL teachers to provide the Year 7-13 exam accommodations
- Take on the role of 'Learning Mentor' for a proportion of the SEN students and monitor their progress against the targets which have been set
- Collaborate with teachers in designing approaches to improve student achievement/instruction
- Work with parents/guardians to foster continuing home/school partnerships
- Disseminate relevant information to staff in a timely and effective manner

- Develop resources and advise the SfL Coordinator regarding the need for any specialist equipment, materials and books
- Undertake any other training that may be considered relevant to the job
- Interpret data to help set targets
- Offer support in Brain Lab – an afterschool programme designed to offer extra help for any students in Years 7-11 who may need additional help with their homework
- Assist with the implementation of all school rules and policies

Other duties and requirements:

- Be punctual for school and all classes
- Actively supervise and monitor students
- Assist in the implementation of all school rules and policies, as set out in the HS Handbook
- Conduct oneself in a professional manner and set a good example always
- Be proactive in matters relating to health and safety
- Attend official school meetings and functions outside school hours when necessary

The Support for Learning Teaching Assistant must have:

- The flexibility and initiative to work in a variety of situations with different age groups
- Experience of supporting children with learning needs in an educational setting
- A deep understanding of learning support strategies and the emotional and physical development of the child
- The ability to maintain confidentiality
- An excellent attendance record
- Excellent communication skills and administrative skills
- The ability to interpret data to help set targets
- Exhibit tolerance and patience and a good sense of humour

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the Head of Support for Learning.

Signed:

Post Holder: _____ Date: _____

High School Principal: _____ Date: _____