Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL
BRUNEI DARUSSALAM

JOB OVERVIEW	
JOB TITLE	Learning Support Assistant
ROLE	Academic Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To provide learning and care support for pupils with special education needs (SEN) working towards the outcomes on their Individual Education Plan (IEP). This will involve working with the teacher to plan and deliver activities and supporting the pupil/s with routines, transitions and behaviour management.
REPORTS TO:	Head of Inclusion and Wellbeing

PERSON SPECIFICATION

This is an excellent opportunity for a dedicated and ambitious individual to be a part of the Academic Faculty of Miftah An-Nur Islamic International School. This is a unique opportunity to join a forward thinking and expanding school, which is committed to leading excellent practice and innovation within the rapidly changing education landscape.

Qualifications & Experience

- Degree or MTeach
- Minimum 6 months experience with SEN

Skills and Knowledge

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and Curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly in using ICT to support learning.

Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school

- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people.

PROFESSIONAL ACCOUNTABILITIES

Support the pupil

- Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviours, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate.

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available.

Working with Staff, Parents/Carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Comply with any safeguarding training and/or safeguarding protocols in school

SPECIAL CONDITIONS

- A small amount of out of hours working may be needed for special events

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.