

# JOB DESCRIPTION

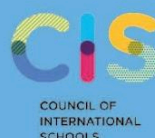
NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Learning Assistant
<b>Classification</b>	Support Staff (Special Position)
<b>Reporting to</b>	Vice Principal - Junior School
<b>Duties and Responsibilities</b>	<p><b>Overview:</b> The successful Learning Assistant will provide assistance to the classroom teacher.</p> <p><b>Main areas of responsibility:</b></p> <ul style="list-style-type: none"> <li>• To supervise classes as instructed by their teacher</li> <li>• To provide students with the necessary resources for their learning</li> <li>• To ensure orderly entry and exit of classrooms</li> <li>• To ensure a calm and purposeful atmosphere for working in the classroom</li> <li>• To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson</li> <li>• To follow school systems and procedures on behaviour management</li> <li>• To liaise with the subject teachers as and when required</li> <li>• Support teachers by contributing to the planning and preparation of resources, including classroom display</li> <li>• To assist students in their learning including the use of IT</li> <li>• Support teachers in the monitoring and assessment of student progress, including the collation of reports</li> <li>• Support teachers in dealing with student behaviour through liaison and feedback</li> <li>• Support teachers in the organisation and management of teaching spaces and their resources</li> <li>• Organisation of resources including ordering, cataloguing and maintenance</li> <li>• To support the learning of students on a one to one basis or in small groups.</li> <li>• To work with and guide other adults in their learning support activities.</li> <li>• To support teachers in identifying and referring students with learning support needs</li> </ul>

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	<ul style="list-style-type: none"> <li>To support teachers in the planning and preparation of differentiated material</li> <li>To invigilate assessments when necessary</li> </ul> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>Learning Assistants and Technicians should attend faculty meetings unless specifically told otherwise</li> <li>Learning Assistants and Technicians should attend all PD sessions unless they are required for other supervision</li> <li>Learning Assistants and Technicians must attend staff induction sessions alongside all faculty staff, including the beginning of the Academic Year staff induction</li> <li>To understand and use iSAMS</li> <li>To be part of the Junior School House system</li> <li>To lead or support CCAs and lead or support childcare, as requested by their line manager</li> <li>Any other duty directly requested by the Bursar or Principal.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Abide by and implement the school safeguarding policy/ keep abreast of changes</li> <li>Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.</li> </ul>
<b>Last JD Review</b>	June 2024

***NLCS Jeju is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***