

# LEARNING SUPPORT ASSISTANT (LSA) POLICY

**2023-2024**



**HABITAT SCHOOL**  
AL JURF, AJMAN

Creation date: 25/4/2023

Last amendment date: 15/9/2023

Next review date: September 2024

## RATIONALE

All children need support to learn and develop academic skills, social skills, and independence. However, not all children learn at the same pace as their peers and may experience challenges in the mainstream school setting. These children may require one-to-one attention to cope with classroom teaching.

While every member of the faculty and administrative staff is committed to the cause of every child's learning, the school has a team of professionals to provide the required support in Special Education and Counseling. Additionally, the Learning Support Assistant and learning-support assistance from peer mentors are required to help the child cope with any challenge he/she may be facing.

## ROLES AND RESPONSIBILITIES

- To assist the child in the mainstream classroom as per instructions provided by the Counselor or Special Needs Teacher.
- Assist with the preparation of materials and strategies to enhance the learning for students with special needs.
- To help the student achieve goals stated in his/her Individual Educational Plan (IEP) by implementing agreed-upon accommodations for the student.
- Supervise students with special needs outside the classroom during break time, while in a row, while engaging in extracurricular activities, with mobility between the various facilities such as the library, cafeteria, toilets, and playground, and gathering place for buses and lab.
- Follow up and implement programs to improve the daily living skills of students with special needs.

- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school.
- Regularly update the parents, the section coordinator, and the counseling team on the student's progress. (Weekly reviews).
- The LSA's will sign their attendance every morning latest by 7.50 am in the Counseling Department.
- LSA will be paid by the parent and will not be eligible for any other school benefits. The contract is between the parent and the LSA and the school holds no liability in this regard.

## APPOINTMENT

- A Learning Support Assistant applicant should hold any Bachelor's degree, Bachelor of Education.
- The Head of the Counseling Department will assess whether the candidate will be able to meet the needs and demands of the child at the time of the interview.
- If appointed, the Learning Support Assistant will be required to sign a confidentiality agreement.
- The paperwork will be sent for the Ministry's approval when the parent and LSA have agreed on the pay scale and terms of conditions. The Principal, SLT, School Security, Admin members, and Teachers concerned will have to be in consensus on the appointment of the Learning Support Assistant.

## AGREEMENT

- The Parent will be responsible to provide the Learning Support Assistant. She/he will be interviewed by the Counseling Department to assess whether she/he will be able to meet the needs and demands of the child.

- The LSA will be interviewed by the Head of the Department to assess whether she/he will be able to meet the needs and demands of the child.
- The Learning Support Assistant will be required to follow all the rules, regulations, and general code of conduct prescribed by the school.
- The timings for the Learning Support Assistant will be for the duration the child is required to be in school from Monday to Friday.
- The parent will inform prior if the child is not coming to the school for any reason. The LSA will not come to the school if the child is absent.
- The child will not be able to attend school if the Learning Support Assistant is absent for any reason.
- All feedback regarding the child will be through the Department of Counseling on the performance of the Learning Support Assistant.
- The Learning Support Assistant will be on the parent payroll The costs will relate to:
  - Salary as per the agreement signed between the parent and LSA.
  - The transportation will be self-employed.
  - The visa will not be provided by the school.
  - Miscellaneous
- The payment must be paid by the parent by cash in hand or online transfer on or before the first week of the month starting.
- In the case of discontinuation of services of the teacher or the cancellation of admission of the child the Learning support assistant will inform the parent and the Head of the Department Prior to one month related dues of the Learning Support Assistant in cancellation of the contract.
- The Learning Support Assistant will read the policy and consent to the terms of the policy by signing a confidentiality and consent agreement.
- The Parent will be handed over the policy and will consent to the terms of the same by signing the same as a sign of agreement to all the terms and conditions of the policy.
- The Learning Support Assistant will only be permitted to use the school transport if the ward is availing the same and requires support during the travel, the cost of which needs to be paid by the parent.



**PARENT /LSA CONTRACT**

I \_\_\_\_\_ parent of \_\_\_\_\_ studying in Grade \_\_\_\_\_ do hereby agree and declare that I have permitted \_\_\_\_\_ to be my son/daughter’s Learning Support Assistant during the school hours as required by the Department of Counseling and Special Education. I agree to pay her/him \_\_\_\_\_ AED per month. I have read the Learning Support Assistant Policy of the school and agree to abide/honor the same. Signed on \_\_\_\_\_ at Habitat Private School in presence of the School Principal/ Head of the Department.

Signature of Parent

Name:

Contact Number:

Email Id:

Signature of the LSA

Name:

Contact number:

Email Id:



## **CONFIDENTIALITY AGREEMENT**

I \_\_\_\_\_, appointed as a Learning Support Assistant (LSA) for \_\_\_\_\_ of Grade \_\_\_\_ at Habitat Private School, agree to follow the guidelines for the role of a Learning Support Assistant as laid out in the school's Learning Support Assistant Policy, which are as follows:

- I understand that the Employment contract between the school and the LSA is valid till the child is studying in the school or per the requirements of the child. If the Learning Support assistant decides to discontinue the services for the ward, he/she has to notify a month prior to the parent and the Head of the counseling Department.
- I will follow the school code of conduct. I will not disclose any kind of information relating to the child or school to anyone other than authorized school department employees.
- I will direct any query about the child or school to the authorized school department staff.
- I will not click photos or take videos of the child concerned. I will not click pictures or take videos of the school or other students.
- I have no objection to staying in school twice a month and on days that may be mandatory to plan the learning and other needs of the child.

### **Signatures**

### **Date:**

Learning Support Assistant:

Parent:

Head of Counseling Department:

Principal:



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## **UNDERTAKING BY PARENTS/ GUARDIAN**

**Name:**

**Grade/Division:**

**Date:**

1. I/We hereby undertake that I/We agree to abide by the rules and regulations of the School.
2. I/We understand that a Speech and Language Assessment report will have to be submitted if requested by the School.
3. I/We ensure that our ward will avail the necessary treatments (Speech therapy/ Behavioral therapy) if required, in order to avoid any hindrance to the child's learning process.
4. I/We assure that I/We will extend full cooperation to the School authorities in the interest of my ward.
5. I/We assure that no student in the classroom will be disrupted by the behavior of the child and the functioning of the LSA.

**Name of the Parent/ Guardian:**

**Signature:**

**Contact Details:**