



# DOHA ENGLISH SPEAKING SCHOOL

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## Learning Support Teaching Assistant

**Responsible to:** SENCO (Special Educational Needs Coordinator) → Deputy Headteacher → Headteacher.

### General

- To assist the Classroom Teacher/ Learning Support Teacher with the education, supervision and welfare of all the children, with focus based particularly on one child;
- To work in other various areas of the School, as needs require.

### Special Conditions

- To be made aware of the relevant contents of a statement of SEN.
- To be made familiar with a pupil's individual education plan. (IEP)

### Specific Responsibilities to Include

- To work with groups of children, on age /subject appropriate activities, under a teacher's supervision. For example:
  - hearing child read;
  - talking with and listening to children and responding to what they say;
  - assisting children with the meanings of words, spelling, handwriting, presentation;
  - supervising and participating in the playing of educational games;
  - giving feedback to teacher on observations of children;
  - Scaffolding leaning for a child under the direction of the class teacher.
- To help the children in the attainment of planned learning objectives;
- To support children by giving positive feedback on their work;
- To develop a good relationship with each child;
- To promote a good working relationship with the class teachers;
- To prepare, organise and return resources required for lessons;
- To prepare classroom and materials.



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- To operate ICT and audio-visual equipment as required by the teacher e.g. small runs of photocopying, setting up the video, using the computers to make signs, labels etc.
- To communicate regularly with the child's parents;
- To assist the teacher in the preparation of displays, inside and outside the classroom;
- To assist the teacher with administration work;
- To attend Staff Training days and meetings as required;
- To do playground duties as requested.

### **You will also be expected to:**

- Observe, at all times, the need for confidentiality when dealing with information regarding the School;
- Observe the need for discretion when dealing with other adults within the School;
- Promote the good name of the School in the community.

