

## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: Special Needs Assistant (SNA)</b>	<b>Department: Primary School</b>
<b>Reports to:</b> Whole School SEN Coordinator	
<b>Role:</b> A Special Needs Assistant (SNA) is engaged to work with a specific child who needs extra support, or requires an advanced programme of learning in order to reach his/her full educational potential.	
<b>Key Accountabilities:</b> <ul style="list-style-type: none"><li>• SNA are offered “Professional Contracts” by The British School to meet the individual needs of specific students who need significantly more than five hours per week of one to one support.</li><li>• SNA follow The British School code of conduct.</li><li>• SNA follow the timings as mentioned in their professional contract.</li><li>• SNA are primarily responsible for specific student for whom they are engaged, however, if there is group work, they may help other students as well but with the focus on the specific student.</li><li>• SNA communicate with the parents daily/weekly depending on the need. Communication with parents should be brief and positive followed by areas of development to be worked on.</li><li>• SNA will work on the Individual Educational Plan (IEP) targets along with class teachers.</li><li>• SNA will be involved in all parent teacher meetings regarding the student’s needs.</li><li>• The teachers will plan the lessons &amp; resources and SNAs will differentiate the instructions/resources specifically for the student.</li><li>• SNA will help the student in settling in and during dispersals.</li><li>• SNA will accompany the student for all lessons.</li><li>• SNA will keep the SENCO informed of the students’ progress and concerns at all times.</li><li>• SENCO will support the SNA with any specific strategies/ SEN policy etc.</li><li>• The Class Teacher will provide feedback on SNA performance to SENCO once a term or more frequently as required.</li><li>• Be responsible for safeguarding and promoting the welfare of children and young people</li><li>• Support the Vision, Mission, and Values of the School</li><li>• The job description does not cover all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalize the role.</li></ul>	

- The school may review and modify or amend the Job Description as needed after discussion with the position holder.

#### **Professional values and behaviours:**

- Appreciate the diversity of TBS cultures and be sensitive to the needs and perceptions of the international community.
- Reflect on teaching and learning to improve practice.
- Maintain accurate records.
- Know and understand school policies.
- Communicate with stakeholders in a timely fashion.
- Contribute to school and student life.
- Contribute to professional learning networks where appropriate.
- Grow and develop professionally within the British School context.
- Show professionalism at all times with all stakeholder groups.
- Put the needs of students first.
- Meet all deadlines.
- Understand and work to implement the school's mission and values.
- Maintain high ethical standards and display integrity at all times.

#### **Competencies:**

##### **1. Communication and Interpersonal Skills**

- An excellent communicator who is able to motivate, encourage and instil confidence.
- Has the ability to quickly build rapport.
- Is respectful and displays high emotional intelligence.
- Is resilient, has patience and energy to persevere. Maintains composure in stressful situations.

##### **2. Teamwork, Cooperation and Flexibility**

- Creates team spirit, develops good working relations with others (SNAs, teachers and school management team).
- Co-operates with others, shares useful and relevant information and experience.
- Is flexible in approach, adaptable in working style, and open to change.
- Is punctual - shows up to work on time, and follows instructions, policies and procedures.
- Is able to work alongside and take direction from colleagues in a busy environment.

##### **3. Planning and Organising**

- Plans ahead and organises work in an effective manner.
- Manages own time and priorities and re-prioritises where necessary.

- Takes follow up actions as and when required.
- Monitors work activity against plan and takes remedial action when necessary.
- Keeps accurate and detailed records of student's needs and progress.

#### 4. Commitment to Learning/Professional Development

- Evaluates own behaviour regularly with a view to continuous learning and development.
- Is open and responsive to constructive feedback regarding his/her work.
- Shows willingness to learn and seeks appropriate support, advice and guidance.

#### Personal Attributes :

- Excellent written and spoken English.
- Behaviour management skills.
- Passion for teaching.
- Ability to work in a team.
- Willingness to take on added responsibilities.

#### Qualification

- Bachelor's in Psychology or a Diploma in Special Needs Education.

#### Experience

- Teaching experience while not necessary in a school will be an added advantage.

### Safeguarding Information

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: