



The Central School Dubai
Al Nahda 2 Dubai, United Arab Emirates

1]. Section-A

Title of the Policy	Policy for induction, guidance and monitoring of Learning Support Assistant (LSA)	Designation	Inclusion Champion
Name of Policy Writer	S. R. Joshi	Date of Next Revision	28.03.2020
Date of Policy Revision	29.03.19	Department/Section	Department of Empowerment to Inclusion and Well-being
Policy Code	TCS/PC/1920/15		

2]. Section-B

Purpose	1. In consistence and recommendations of Dubai Inclusion Policy Framework, Standard 4:13
Approach	<p>DEIW:</p> <ol style="list-style-type: none"> 1. Guidance, monitoring child's behavior under the supervision of the LSA 2. and analyzing the progress of the child under the supervision of the LSA 3. Counseling parents 4. Training the LSA 5. Counsel for complaints, grievances, comments or feedback. <pre> graph TD DEIW[DEIW: 1. Guidance, monitoring child's behavior under the supervision of the LSA 2. and analyzing the progress of the child under the supervision of the LSA 3. Counseling parents 4. Training the LSA 5. Counsel for complaints, grievances, comments or feedback.] --> LSA[Learning Support Assistant (LSA)] DEIW --> Parent[Parent] LSA --> Parent </pre>
Rationale	<ol style="list-style-type: none"> 1. For optimum level of human development 2. To provide sense of security in the children 3. To enhance learning in safe environment. 4. Provide psycho-social and physical freedom within the limits of constitution.
Definitions & Context	<ol style="list-style-type: none"> 1. Learning Support Assistant (LSA): As defined by the Dubai Inclusion Policy Frame work, a person who will help the child with difficulties in the classroom 2. Parent: Biological or adopted father and mother, or either of the one, of the

	<p>child.</p> <ol style="list-style-type: none"> 3. DEIW: Department of Empowerment for Inclusion and Wellbeing 4. Teacher: An individual who has been appointed by the School to teach the syllabus to the students in a particular grade.\ 5. Counseling: Counseling is a purposeful, private conversation arising from the intention of one person (couple or family) to reflect on and resolve a problem in living, and the willingness of another person to assist in that endeavour. 6. Renewal: Continuation of the services with fresh understanding of both the parties (Parent-LSA) after the end of the tenure. 7. Tenure: period of services engaged by the parent 8. Parties: Members of mutual interest. 9. Termination: To truncate the services 10. Promotion: To continue the services. 11. Individualized Education Program (IEP): Lesson plan involving proper task analysis and SMART goals 12. Individualized Behavior Program (IBP): Behavior management program which involves ABA analysis to improved desirable behavior
<p><i>Duties of the LSA</i></p>	<ol style="list-style-type: none"> 1. Contribute to the education of students in inclusive schools and classrooms by implementing small-group and individual instruction 2. Engage in class-wide monitoring of student learning (e.g., independent or small group work) identified and planned by teachers and the inclusion support team 3. Prepare learning materials for use by student(s) under direction of the teacher 4. Collect formative assessment data on student performance and progress, based on systems designed by teachers or inclusion support team 5. Assist students who require personal care supports (e.g., eating, using bathroom, dressing) 6. To facilitate peer interactions based on guidance from the teacher and inclusion support team. Invite students to help each other and, as required, also engage in non-instructional tasks (e.g., group supervision such as in the canteen, play ground, bus boarding, field trips) identified by teachers and the inclusion support team. 7. Apply current best practices and strategies learned through professional development courses, in-service training or workshops. 8. LSA will not interfere with the teaching-learning session 9. LSA can only assist the teacher but shall not comment in anyway 10. LSA shall always be in the physical vicinity of the child 11. LSA's behavior/conduct will be proper and appropriate 12. LSA will always behave professionally in the face of criticism/appreciation 13. LSA cannot expect any kind of remuneration from the school other than what parent is providing. 14. LSA will follow the IEPs and/or IBP recommended by the DEIW/Inclusion Support Team. <p>Duty of the DEIW:</p> <ol style="list-style-type: none"> 1. Engage the LSA appropriate to the classroom demands

	<ol style="list-style-type: none"> 2. Monitor all the parties (child, LSA, parent) regularly and liaise with the parent 3. Mandatory Training and guidance program for the LSA 4. Work as ombudsman in face of complaints, grievances, comments or feedback.
<i>Appointment of LSA</i>	<ol style="list-style-type: none"> 1. A Learning Support Assistant (shadow teacher) applicant should hold a Bachelor degree, (Psychology/Bachelor of Education). As an exceptional case, where the candidate has adequate experience and maturity in handling a SEND Student, basic qualification of Grade 12 may be accepted at the discretion of the school Principal/SEND department. 2. The DEIW-IC will assess whether the candidate will be able to meet the needs and demands of the child at the time of interview. 3. If appointed, the Learning Support Assistant (shadow teacher) will be required to sign a confidentiality agreement. 4. The SLT, Principal, School Security, Admin members and Teachers concerned will have to be in consensus to the appointment of the LSA
<i>Agreement</i>	<ol style="list-style-type: none"> 1. The Parent will be responsible to provide the Learning Support Assistant (shadow teacher). 2. The LSA will be interviewed by the DEIW to assess whether she/he will be able to meet the needs and demands of the child. 3. The LSA will be required to follow all the rules, regulations, and general code of conduct prescribed by the school. 4. The timings for the LSA will be for the duration the child is required to be in school from Sunday to Thursday. 5. The child will not be able to attend school if the LSA is absent for any reason. 6. 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. 7. All feedback regarding the child will be through the DEIW on the performance of the LSA. 8. The LSA will be appointed by the parent on agreed amount by both the parties (Parent and LSA). 9. The Parent will hand over the payment for the above processes by way of one Current dated cheques/cash/credit card. 10. In the case of discontinuation of services of the LSA or the cancellation of admission of the child before the end of the contract tenure (as laid down in the MoU), the parent is liable to settle all the related dues of the LSA in cancellation of the contract. 11. The LSA will read the policy and consent to the terms of the policy by signing the consent agreement.

12. The initial contract will be for three month duration. Either party will intimate one month prior if there is a termination of the contract, which will be duly done under the supervision of DEIW-IC.
13. By signing the agreement the Parent and the LSA are in consent to the terms and conditions of the policy for LSA.
14. The LSA will be permitted to use the school transport
15. LSA will wear the school ID card every day.
16. All the involved parties (LSA, Parent, teacher, HoS) may come the DEIW-IC for complaints, grievances, comments or feedback.
17. Nobody except the parent has the capacity to terminate or promote the LSA.
18. LSA will only work for the parent and the child. The LSA is not the employee of the School
19. LSA will be employed by the parent
20. There will be a written MoU between the parent and LSA with DEIW as witness
21. The parent will pay the agreed amount to the LSA before 2nd of each month.
22. There will be no financial implication/commitment/compulsion of any sort with the DEIW.
23. Teacher/supervisor/HoS has no authority over the LSA
24. Teachers will prepare IEPs, in respective subjects, of the child and share with the LSA
25. The contract shall be minimum of three months and termination or renewal can only happen when both parties are agreed or after the tenure of the contract.

Date:
29.03.2019

Written by

Inclusion Champion
Department of Empowerment to Inclusion and Well-being

Approved by: *Mala Mehra*



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29/03/19
Signature of Principal