



Job Description

Position:	Temporary Maternity Cover - Learning Support Assistant (LSA) (Cover from 17/02/2025 – 26/07/2025)
Accountable to:	Class teacher, Deputy Principals, Panaga School Principal and JIS Executive Principal

General Statement of Responsibilities

Mission and Values



Panaga School's vision and mission is - "Together, Improving Learning". Student learning and progress on all levels is central to all that we do. This message is conveyed through an image of a whale silhouetted with animals that represent the personal qualities. Our community is transient in nature, therefore the clear message of "Together, Improving Learning" helps all easily understand our mission. In addition, Panaga School's mission expands into our definitions of International Mindedness - "You, Me, Our Community", as well as our definition of Learning - "Together Getting Better".

Staff are expected to contribute to and implement the vision, ethos, and policies of the school, and to establish and maintain positive relationships with students, staff, parents and members of the wider community.

We have three core values that epitomise our approach to holistic, international education:

Challenge: We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

Respect Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

Inspire: We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Key Roles

- **Support for students**
 - To promote students' development in a safe, secure and challenging environment.
 - To have regard for the safety and well-being of the pupil at all times.
 - To promote the development in the use of classroom equipment in order to gain maximum support from their use.
 - To participate in students' play and extend and stimulate language through conversation.



- To work with the class teacher to promote the inclusion and acceptance of all students.
 - To encourage good personal hygiene and assist with necessary self-help skills.
 - To assist children when they have physical or toileting accidents.
 - To encourage students to interact with others and engage in activities led by the teacher.
 - To assist in the supervision of students, including on outings and visits.
 - To provide feedback to students in relation to progress and achievement.
 - To promote positive self-esteem, appropriate work habits and independence.
 - To accompany children to specialist lessons where necessary.
- **Support for teachers**
 - To liaise with teachers regarding the daily/weekly programme of activities and events.
 - To assist with the planning of learning activities.
 - To establish constructive relationships with parents and carers.
 - To work with the class teacher and other staff delivering Individual Education Plans.
 - To assist in the general preparation and tidying of the classroom - set out, prepare, use and tidy equipment after use.
 - To be aware of pupil problems / progress / achievements and report to the teacher as agreed.
 - To support pupil record keeping and assessment as requested.
 - To provide clerical support e.g. photocopying, filing, receiving and collection / passing money to the school secretary.
 - To promote good behaviour, dealing promptly with conflict and incidents in line with school policies and to encourage students to take responsibility for their own behaviour, promoting self-control and independence.
- **Support for the Curriculum**
 - To undertake structured and agreed learning activities, supporting students to understand instructions and adjusting activities according to pupil responses.
 - To support students in the use of ICT as directed, developing students competence and independence in its use.
 - To set out, prepare and maintain equipment / resources required to meet the lesson plans or relevant learning activity and assist students in their use.
- **Support for the School**
 - To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Fire and Evacuation, and Confidentiality, reporting any concerns to the designated / appropriate person.
 - To assist the class teacher in the taking, storing and use of photographs to support the curriculum or school events.



- To assist with the general supervision of students when required.
- To be aware of what is happening day to day in school by checking the staff website/ school calendar page.
- To assist with pupil first aid / welfare duties, looking after children who are unwell and clear up after their illness, liaising with parents / staff (including the school nurse) in the absence of the school secretary.
- To work as a member of the staff team in all relevant activities to develop the school / to contribute to the overall ethos / aims of the school.
- To participate in training and relevant professional development as required.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group or individual under the supervision of the class teacher / head of school.
- To work from Monday of the Week 0, as and when required.
- To support the ASA programme or assist with additional break duties as and when required.

Notes:

- The Employee may be called upon to perform other duties that the Deputy Principal or Panaga School Principal considers reasonable.
- This job description may be reviewed throughout the school year.

Child Protection Responsibilities:

It is the duty of any member of staff, volunteer or visitor to Panaga School to report immediately to the designated Child Protection Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the Panaga School Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Child Protection Lead, the Deputy Designated Child Protection Lead must be contacted. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available.

Working Hours:

Monday – Thursday: 7:15am – 3:15pm (Melilas 7:00am - 3:00pm)

Friday: 7:00am - 12:00pm



Person Specification for the role of Temporary Maternity Cover - Learning Support Assistant (LSA)

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma or Degree 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Recent experience of working in a school • Experience of working with children/young people • Experience of relevant age group • An understanding of the varied needs of children as they develop socially and academically • Excellent understanding of Safeguarding and Child Protection policies and practices • A standard of written and spoken English that supports pupils' learning • A knowledge of behaviour management techniques that support school and classroom practices 	<ul style="list-style-type: none"> • Experience in more than one school • Experience of developing the practice of others • Experience of working with children with special needs • Proficient ICT user
Professional Skills	<ul style="list-style-type: none"> • High expectations and aspirations for pupils and staff • Form and maintain excellent effective relationships with all in school • Communicate effectively with all in school • Be well organised and work within deadlines • Be a good team player and work cooperatively in different capacities 	<ul style="list-style-type: none"> • Inspirational role model to others in school
Personal Qualities	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and use initiative • Ability to relate well to children and adults • Ambitious and willing to learn • Flexible, creative and inspiring • Caring, positive, open and honest • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development