**Learning Support Assistant Policy**

*A Learning Support Assistant (LSA) is recommended when:*

* *a student’s behaviour is a safety concern to others or themselves*
* *a lack of focus/attention in the classroom is preventing the student from progressing and/or a significant disruption to other’s learning*
* *a specific learning disability requires academic modifications outside of the curriculum expectations*
* *a student requires physical support with mobility*

*It is in the best interest of the child that parents and the school work together to find a suitable candidate that is qualified to support the individual needs identified. While the school will make every effort to assist, it is the responsibility of the parent to find a suitable LSA for the circumstance and arrange payment. The school will provide parents with relevant information to assist in finding a candidate that has experience and expertise. The Head of Student Support/Student Support Coordinator will be the school’s contact with regards to the Learning Support Assistant, should you have questions or concerns*. *Our goal is to work together to provide the best possible learning outcomes for all students.*

**Finding a suitable candidate**

* Relevant information to be shared with parents specific to the child’s needs to assist in the search.
* A CV being considered should be sent for review to the the Head of Student Support (for Primary) or Student Support Coordinator (for ECE). The school may request references of a candidate to ensure suitability.
* The LSA should have the opportunity to meet the child and family prior to working in the school setting.
* The Head of Student Support/Student Support Coordinator should have the opportunity to meet with the LSA before they are hired.
* Both the school and parents must agree on the suitability of the candidate.

**LSA Induction**

* Prior to starting, the LSA should provide relevant identification needed for the school:
  + Copy of name, phone, email, (company details)
  + Copy of CV
  + Copy of Police check
  + Picture to office staff for school identification card
* Prior to starting, the LSA should sign all relevant documentation:
* LSA Agreement
* Adult Code of Conduct
* Child Protection Policy and Procedures after reading.
* The LSA will have an opportunity to meet with class teachers and observe the child in the classroom.
* There will be a short Child Protection training session scheduled that includes the following:
* Watch video and answer questionnaire
* Read Child Protection Policy and sign to acknowledge
* During the trial period, the co-teachers and Head of Student Support/Student Support Coordinator will conduct observations and provide feedback to the LSA and parents.
* After the designated trial period, the LSA will be provided with login information to complete the International Child Protection course on educare. Additionally, they will be asked to attend a Child Protection training delivered by the school Child Protection Officer.

NOTE:

A Copy of all signed documents and observation notes will be kept on file.

**学习助教政策**

*在以下情况下，学校建议学习助教介入：*

* + *学生的行为举止对自身和他人造成安全隐患。*
  + *课堂上缺乏专注力/注意力，阻碍了学生的进步或者严重干扰了其他学生的学习。*
  + *特定的学习障碍需要在课程预期之外进行学术上的调整。*
  + *学生需要在行动上额外的支持，以便于学生移动。*

*为了给孩子提供的尽可能多的有益支持，家长和学校应共同寻找合适的学习助教人选，以满足孩子的个别需求。学校会尽一切努力提供支持，但最终仍需要家长根据实际情况寻找合适的学习助教（LSA）并安排付款。学校会向家长提供有关信息，以协助寻找有经验和专业知识的候选人。如果您对于学习助教有任何问题或疑虑，请联系学生支持主管或学生支持协调员。我们的目标是共同努力，为所有学生提供最好的学习资源。*

**寻找合适的候选人**

* 学校将与家长分享学生需求的具体相关信息，以协助寻找合适的学习助教。
* 候选人的简历应通过学生支持主管（小学部）或学生支持协调员（幼教部）的审核。为了确保助理人选是否合适，学校会要求候选人提供推荐信。
* 在正式进入学校工作之前，学习助教应该有机会与学生和家庭会见。
* 学生支持主管或学生支持协调员在学习助教被聘用前应与他/她见面。
* 最终选定的助教人选应通过家长和学校一致同意。

**学习助教入职流程**

* 在正式开始前，学习助教需要向学校提供以下文件：
  + - 姓名，电话，邮箱信息（公司信息）复印件
    - 个人履历复印件
    - 无犯罪记录证明复印件
    - 个人照片（学校教务处制作出入证使用）
* 在正式开始前，学习助教理需要签署以下相关文件：
* 学习助教协议
* 成人行为准则
* 儿童保护准则
* 学习助教应和学生班级老师见面并在班级中观察学生的行为举止。
* 学习助教需要完成儿童保护培训课程，包含以下内容：
* 观看视频并完成问卷调查
* 阅读儿童保护准则并签署承诺书
* 在试用期内，学生班级老师和学生支持部主管或学生支持部主任将共同关注学生，并提供学习助教和学生家长反馈。
* 在试用期结束后， 学习助教需要完成国际儿童保护在线课程，学校将提供登陆信息。此外，他/她也需要参加由学校儿童保护专员安排的儿童保护培训。

备注：

签署的复件和观察记录复件将存档。