



INDIVIDUAL LEARNING SUPPORT ASSISTANT POLICY

POLICY FOR	INCLUSION
PERSON RESPONSIBLE	Head of Inclusion
REVIEW DATE	April 2026
REVIEWED BY	Inclusion Team
APPROVED DATE	June 2026
APPROVED BY	ELT
DATE OF NEXT REVIEW	April 2027
RELATED POLICIES	Inclusion Policy

Executive Principal / CEO & Brand

Ambassador for GEMS Westminster Schools



Individual Learning Support Assistant Policy (ILSA)

Purpose:

Westminster School Dubai is committed to Inclusion and supports a broad range of needs. Provision of ILSA is one of the various supports available to students of determination. The need for one will be evaluated by the Department of Inclusion based on severity and extent of support required.

Policy Details:

All children need support to learn and develop academic skills, social skills, and independence. However, not all children learn at the same pace as their peers and may experience challenges in the mainstream school setting. They may require one to one attention to cope with the classroom teaching. While every member of the faculty and administrative staff is committed to the cause of every child's learning, the school has a team of professionals to provide the required support - Department of Inclusion. Also, the Individual Learning Support Assistant is required to help the child cope with any challenge.

Roles and Responsibilities:

- To assist the student in the mainstream classroom as per instructions provided by the Teachers.
- To work with the student to build self-confidence, promoting positive interaction in the classroom.
- To promote and aid independence in classroom activities.
- To help minimise and prevent challenging behaviors.
- To assist the student in acquiring new skills and information.
- To assist the teacher in preparing the activities.
- To update the teacher and Inclusion team about the student's progress at regular intervals.
- To alert the class teacher and Inclusion team about any difficulties faced by the child so that it can be catered to in the BSPs and IEPs.
- To maintain discretion and confidentiality of the child and family information.

Appointment:

Selecting an appropriate ILSA is a collaborative process. The parent may source the ILSA, and the school may help determine suitability with respect to the child's needs.

- The Parent will be responsible for providing the Individual Learning Support Assistant.
- Parents decide and pay the stipulated charges for the ILSA for their child on a monthly basis.

- The initial interview is conducted by the parents where the ILSA candidate is required to meet the student and interact with them for at least 30 minutes to ensure that (both ILSA and student) they have rapport with each other before attending interview with Assistant Principal and Head of Inclusion.
- An Individual Learning Support Assistant applicant should hold a bachelor's degree (along with SEND related certifications like ABA, RBT). As an exceptional case, where the candidate has adequate experience and maturity in handling a student of determination, basic qualification of Year 12 may be accepted at the discretion of the school Assistant Principal/ Head of Inclusion.
- An Individual Learning Support Assistant should pass the interview process from Assistant Principal and Head of Inclusion.
- All Individual Learning Support Assistants have contracts with Parents; a copy of MOU will be kept with the school as acknowledgement.
- She/he will be interviewed by the Inclusion department to assess whether she/he will be able to meet the needs and demands of the child.
- If appointed, the Individual Learning Support Assistant will be required to sign a confidentiality agreement.
- The Assistant Principal, Human Resources Officer and Head of Inclusion must agree to the appointment of the Individual Learning Support Assistant.

Other:

- The Individual Learning Support Assistant will be required to follow all the rules, regulations, and general code of conduct prescribed by the school.
- The timing for the Individual Learning Support Assistant will be the duration the student is required to be in school from Monday to Friday.
- The Individual Learning Support Assistant will be required to stay back at least once every term or based on the school requirement for PD sessions organized by the Inclusion department.
- Students requiring access to high levels of specialist provision and support to enable their full engagement in appropriate learning experience will not be able to attend school if the Individual Learning Support Assistant is absent.
- In the **absence of the ILSA**, parents must inform the school and arrange alternative support. The school will not be held responsible for providing one-on-one assistance during such periods.
- All feedback regarding the Individual Learning Support Assistant will be through the Inclusion Department.
- Individual Learning Support Assistant will be on parent payroll, and all the costs will be borne by the parent.
- On resignation, a minimum notice period for 1 month must be served by the Individual Learning Support Assistant. This notice period is at the school and parents' discretion until a suitable ILSA is found for the child. If the **parent wishes to change the ILSA**, a **one-month notice** must be provided before terminating the contract.
- The Individual Learning Support Assistant will read the policy and consent to the terms of the policy by signing a confidentiality and consent agreement.

- The Parent will be handed over the policy and will consent to the terms of the same by signing the same as a sign of agreement to all the terms and conditions of the policy.
- The Individual Learning Support Assistant can use the school transport if there are available seats.
- Individual Learning Support Assistant will wear the school ID card every day.

Responsibilities:

Individual Learning Support Assistants (ILSAs) are required to maintain accurate, confidential, and up-to-date records to support students of determination and those requiring additional learning support. All documentation must reflect the individual needs of the student and support inclusive educational practice.

1. Record Book- daily support

- ILSAs must maintain a **record book** documenting the nature of support provided, student engagement, progress toward learning goals, achievements, and any relevant observations related to behaviour or wellbeing.
- Record books are reviewed by the Inclusion Team and shared with parents on a **weekly basis (every Friday)** for feedback and signature.

2. Behaviour Monitoring and Recording

- Where a student presents with identified behavioural needs, the ILSA is required to maintain a **behaviour tracker** that records the **frequency, type, and context** of behavioural incidents.
- Behaviour data collected will be used to inform the development, implementation, and review of the student's **Behaviour Support Plan (BSP)** in collaboration with the Inclusion Team and relevant staff.

3. Individual Education Plan (IEP) Tracking

- ILSAs are responsible for the **daily monitoring and tracking of IEP goals** for assigned students.
- ILSAs contribute to the identification, implementation, and review of IEP targets under the guidance of the Inclusion Team.
- **IEP goals are formally reviewed on a termly basis**, in accordance with KHDA expectations and school procedures.

4. Attendance, Supervision, and Reporting Lines

- ILSAs report directly to the **HOI/Dy. HOI** and operate under the supervision of the Inclusion Department.
- ILSAs must **sign in and sign out daily** on the attendance register maintained by the Inclusion Department.
- In the event that an ILSA is unable to attend school, **parents are required to notify the Inclusion Team via email at the earliest opportunity** to ensure continuity of student support.
- The learner's progress and the LSA's performance will be reviewed periodically.

5. Confidentiality and Professional Conduct

- All records maintained by the ILSA are confidential and must be handled in accordance with the school's **Safeguarding, Data Protection, and Confidentiality Policies**.
- ILSAs are expected to maintain professional standards at all times and work collaboratively with teachers, the Inclusion Team, and parents to support student outcomes.

Monitoring Arrangements

This policy will be reviewed annually by the Head of Inclusion and at every review; the policy will be approved by the ELT.

UNDERTAKING FOR PARENTS

I _____ parent of _____ studying in Year _____ do hereby agree and declare that I have permitted _____ to be my son/daughter's Individual Learning Support Assistant during the school hours as required by the Department of Inclusion. I agree to pay her/him _____ AED per month. The contract is valid for the **Academic Year** _____ **and** may be **renewed** based on performance review outcomes. I have read the Individual Learning Support Assistant Policy and agree to abide/ honour the same. Signed on _____ at Westminster School, Dubai, in presence of the Head of Inclusion.

(Signature of Parent)

Name:

Address:

Contact Number:

Email Id:

On the basis of this undertaking signed by the Parent Mr. / Ms. _____ of (Name of Student) _____ of Year _____ the school consents to allow the Learning Support Assistant to join the school from (date*) _____

Signature of the HOI:

Date:

CONFIDENTIALITY AGREEMENT

I _____, appointed as an Individual Learning Support Assistant (ILSA) for _____ of Year _____ at Westminster School Dubai, agree to follow the guidelines for the role of a Learning Support Assistant as laid out in the school's Learning Support Assistant Policy, which are as follows:

- I understand that the Employment contract between the school and the ILSA is valid till the child is studying in the school or per the requirements of the child.
- I will follow the school code of conduct.
- I will not disclose any kind of information relating to the child or school to anyone other than authorized school department employees.
- I will direct any query about the child or school to the authorized school department staff.
- I will not click photos or take videos of the child concerned.
- I will not click pictures or take videos of the school or other students.
- I have no objection to staying in school once every term and on days that may be mandatory to plan the professional development training and other needs of the child.
- I understand that I will not be paid salary during the months of July and August (or during the summer vacation period of the school.)
- During spring break and term breaks, salary will be payable only if the ILSA continues to provide academic support to the student, either online or onsite, as agreed with the parents, to support learning continuity and address academic gaps.
- I understand that I will be responsible for my visa and medical insurance.
- I will submit the required documents: updated CV, passport, visa, NOC from sponsor and parent, Emirates ID, police clearance from UAE and home country if less than 5 years in UAE, 2 reference letters.
- I will attend safeguarding training as part of safeguarding protocol of the school before officially starting my role as ILSA.

Contractual Agreement:

This agreement is strictly between Parent and the ILSA. The school facilitates the arrangement but hold no legal or financial liability in this regard.

Name and Signature:

Individual Learning support Assistant: _____

Parent: _____

Form Tutor: _____

Head of Inclusion: _____

Assistant Principal: _____

Date: _____