



Job Title: Special Education Teaching Assistant

Employer's Name: International Community School

Employment Start Date: February, 2024

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become a public leader.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

At ICS, we believe that every child deserves an inclusive and nurturing educational environment to thrive academically, emotionally and socially. As a result, the school seeks to recruit a dedicated Special Education Teaching Assistant to join our team and support the educational needs of secondary school students with diverse learning abilities. The ideal candidate will work closely with Special Education Head of Program and Coordinator to implement individualized education plans (IEPs), provide instructional support on the core subjects (English, Maths, Science and ICT), and create a positive and inclusive learning environment. This role requires patience, empathy, and a strong commitment to helping students reach their full potential.

BENEFITS

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow.

These benefits are as follows:

- 1. Competitive Remuneration**
- 2. Bursary/Scholarship for staff wards (Maximum of 2 kids)**
- 3. Continuous Staff Training and Development for professional growth.**
- 4. Provident fund Contribution**
- 5. Enterprise Trustees Contribution**
- 6. Social Security Contribution**

KEY RESPONSIBILITIES:

- ✓ Collaborate with Special Education Head of program and Coordinators to implement IEPs and provide tailored instruction to students with diverse learning needs.
- ✓ Assist in the planning and preparation of instructional materials and activities, ensuring they are accessible and appropriate for students with disabilities.
- ✓ Provide one-on-one or small group support to students during classroom activities, assignments, and assessments at the learning centre.
- ✓ Foster a supportive and inclusive classroom environment by promoting positive behaviour, encouraging independence, and fostering social skills development.
- ✓ Assist students with personal care, academic tasks, and other activities, as needed.
- ✓ Monitor student progress and behaviour, and communicate regularly with teachers, parents, and other staff members to provide updates and feedback.
- ✓ Implement accommodations and modifications outlined in students' IEPs, including assistive technology tools and adapted learning materials.
- ✓ Collaborate with home tutors to support students' overall well-being and academic success.
- ✓ Participate in professional development opportunities to enhance knowledge and skills related to special education practices and strategies.
- ✓ Maintain confidentiality of student information and adhere to professional and ethical standards at all times.

PERSON SPECIFICATION

Requirements

Evidence of:

- Bachelor's degree in special education, education, psychology, or related field preferred.
- Previous experience working with individuals with disabilities, preferably in an educational setting.
- Knowledge of special education laws, regulations, and best practices.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with students, teachers, parents, and other stakeholders.

- Patience, empathy, and a genuine desire to support the unique needs and abilities of each student.
- Ability to adapt to changing priorities and work effectively in a dynamic and fast-paced environment.

Application Instructions:

NOTE:

Kindly submit your CV, application letter, certificates and a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the exams writing, teaching demonstration and interview. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries if any and your completed application to hr@icsghana.info.