

N.C.JINDAL PUBLIC SCHOOL PUNJABI BAGH NEW DELHI

Role of shadow teacher in NCJPS

Rationale

A shadow teacher is only engaged by a family after approval from the school.
The main role is to enhance the learning of a specific students with an identified need(s).

Role of the Shadow Teacher	Shadow teacher will support student but also help/work with children on that table or group so student does not feel awkward and other students don't notice this special attention towards him/her.
What they are not	A shadow teacher is not to do any photocopying or TA duties nor are they seen as cover in a teachers absence
Supervision of the student - no additional supervision duties to be assigned	The shadow teacher will take their break when the student is having their snack or lunch and will sit in the vicinity of student in the class. The shadow teacher should be in and around the play area.
Supervision if exempt from any curriculum session	The shadow teacher will be responsible for supporting the child if any area of the curriculum is deemed by the school and shown on an IEP or support plan as not beneficial to the child at any point in time. IEP will be prepared by the Shadow teacher with short term and long term goals which will be monitored by the School Special Educator.
Liaison with the therapists	The shadow teacher is responsible for regular liaison with the parents regarding the OT therapist and to inform the school of any new strategies etc to be used to support the student
Liaise with the family	The shadow teacher is responsible for daily/weekly liaison with the family.
IEP development and review meeting	The shadow teacher will prepare the IEP along with Special Educator & Progress meetings for the student
Liaison Homeroom/ Class Teacher	The shadow teacher is responsible for daily liaison with the homeroom teacher and Special Educator. The teacher will plan and the differentiated activity will be facilitated by the shadow teacher
Student Support Services	The shadow teacher is responsible for liaison with Learning Skill Centre daily and when a key event happens
Principal	The shadow teacher is responsible for liaison with the Principal when a key event happens
Financing etc	The school does not provide one on one provision for any student. The parents are responsible to hire and pay for the shadow teacher
Transportation	The shadow teacher may avail of the regular bus routes if the child whom she/he is working with is availing school transport.

Shyela
25/7/22
(Priyanka)
H/O Anand Tanager

Neel
25/7/22
(Neel Sharma)
Shadow Teacher

Debasmita
25 Jul 2022

Professional Development	The shadow teacher may request reasonable leave for Professional Development directly related to their role - it should be given well in advance to the family and the Principal The child will not be attending school in her/his absence.
NCJPS policy and procedures	The shadow teacher will follow the policies and procedures of NCJPS
Confidentiality	Follow the school policy. No sharing of any documents outside school.
Child safeguarding	Follow the school Child Protection policy. The shadow teacher will be required to provide the school with a police clearance certificate and sign the school declaration regarding child protection

Signatures

Shadow Teacher

Parent(s)

[Signature]
25/7/22 (Bryanka) M/O Ayesha Tanwar

Principal

[Signature]
25 Jul 2022

[Signature]
25/7/22 (Nela) Shadow Teacher.