Role Description

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Secondary Learning Support Teacher</th>
<th>Date: 6th September 2017</th>
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<tbody>
<tr>
<td>Function/Department</td>
<td>ISHCMC</td>
<td>Location: Secondary Campus</td>
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<tr>
<td>Manager Name &amp; Title</td>
<td>Leader of Learning Student Support Services &amp; Secondary Principal</td>
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<tr>
<td>Position Type</td>
<td>Fixed Term</td>
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<tr>
<td>Position Status</td>
<td>Full Time</td>
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Position Objective

The job holder has responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

To work collaboratively with teachers and students, to remove learning barriers and provide opportunities for students, to successfully engage in the IB curriculum. Learning experiences may be provided through targeted pull-out intensive programs and in class support.

Responsibilities

The Secondary Learning Support Teacher will perform a full range of duties, including but not limited to:

Teaching and Learning

1. Actively promote excellence in the classroom and to establish a school environment where active, individual learning and progress for all students is the norm.
2. Prepare, plan and carry out the individualized education plans for each student, adjust regular classroom plans as necessary and maintain students’ records.
3. Be involved in the pastoral (social/behaviour) care of students.
4. Assist subject teachers to develop strategies regarding how best to teach students in the regular classroom.
5. Test, evaluate and monitor students’ effort and achievement in accordance with the students’ assessment and grading procedures, adjust teaching strategies accordingly.
6. Include parents when possible in defining, monitoring and supporting the goals in the individualized education plan.
7. Contact parents on a regular basis to report progress, changes and/or difficulties based on the individual lesson plans.
8. Set and grade work on a regular basis as it applies to the individual education plan.
9. Contribute to the development of school curriculum as it applies to SEN programme support.
10. Act as an advisory teacher and monitor, advise and assist in the pastoral care of students.
11. Provide, when appropriate, leadership for students or teachers and to promote ideals of excellence.
12. Collaborate with subject teachers in the development of appropriate teaching materials and methodologies.
13. Carry out supervision duties as assigned.
14. Other additional responsibilities as designated by the Principal/Vice Principal, or/and Head of School.

Monitoring, Assessment, Recording, Reporting and Accountability

1. Be responsible for the processes of initial assessment of a student’s learning needs, collating data and referring for further assessment with specialists.
2. Record data and report on students progress on individualized learning goals.
3. Assess students’ work systematically and use the results to inform future planning and teaching.

**School Organisation**
The Learning Support Teacher is expected to work in a positive, professional, supportive manner and develop a collaborative and team approach to enable the school to achieve its stated philosophy and its specific goals.

1. Review and make recommendations on the enrolment of new students.
2. Create class lists and data of the number of months in the Middle School programme for each student up to date.
3. Maintain an up-to-date attendance register for classes.
4. Read staff notice board, memoranda and school bulletins daily.
5. Report any situation which might constitute a health and/or safety hazard.
6. Assist the administration and Leader of Learning for Student Support Services and Principal in the deployment of staff in the case of staff absence.

**School Community**
The Learning Support Teacher is expected to view the role of parents in the learning process as important. Good parent/school relationships should be promoted and fostered.

1. Be familiar with the diversity of the school community and student’s family background.
2. Attend teacher/parent events, include Open Days, Parent Teacher Conferences and Orientation Programmes.
3. Liaise with parents as necessary.

**Professional Standards & Development**

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. Strive for personal and professional development through active involvement in the School’s PD programme where appropriate.
4. Maintain a working knowledge and understanding of teachers’ professional duties in accordance with the teaching philosophy of the School.

**Position Requirements**

- Working in a co-operative, diplomatic and flexible manner.
- Fostering and maintaining good working relationships with other colleagues and acting as a courteous, friendly and professional member of the school team.
- Undertaking such additional duties as might be reasonably requested by the Leader of Learning for Student Support Services or/and the Headmaster.
- Attend regular department and section meetings, and be involved in extracurricular activities.
- Ability to prioritise workloads, work on own initiative and to inspire children with an enthusiasm for learning.

**Qualifications**

- Bachelor or Master Degree in the area of expertise
- Internationally recognised Certification to Teach
- Minimum of three years of full time teaching experience in a related field (preferably in international schools).

**Contacts**

- Principals, IB Coordinators, students, teachers, parents, and other school stakeholders

**Working Conditions**

- Being able to work flexible hours (after school hours, weekends, school holidays etc.)

**Terms of Employment**

- Learning Support Teacher will be offered the compensation and benefits package of a teaching staff.