



Job Title	Job Description
High School Learning Support Coordinator	<p>The Harbour School is a community-oriented organization that values its employees and supports continued growth and education of all its staff. We aim to have a work environment that mirrors our school, with staff loving to come in each day just as much as our students love coming to school. Working at THS should be as much of a joy as the learning experiences are, and we aim to inspire future leaders in progressive education.</p> <p>Working at The Harbour School requires faculty to put the student experience first, demonstrating excellence in subject-area matter and progressive philosophy and pedagogy. Faculty are expected to regularly reflect and research up-to-date strategies for continuous improvement, for their own, and students' benefit.</p> <p>Working at The Harbour School assumes a role beyond the classroom. Applicants must demonstrate the ability to work and communicate collaboratively within a team, assist with the holistic development of students and the school, and be open and willing to undertake responsibility in addition to their direct duties.</p> <p>We are seeking to add to our team and invite applications for a <b>High School Learning Support Coordinator</b> position.</p> <p><b>Key Requirements</b></p> <ul style="list-style-type: none"><li>• Bachelor Degree in Education, or Bachelor Degree in any subjects with PGCE (Postgraduate Certificate of Education), or equivalent SEN qualification.</li><li>• Minimum of 2 years learning support experience with demonstrated strong organizational, administrative and interpersonal skills</li><li>• Proficiency in written and spoken English (native speaker level)</li><li>• Passion and interest for working with young adults from an array of diverse backgrounds, helping them realise and achieve their best</li><li>• Strong organisation and time managements skills</li><li>• Outstanding communicator</li><li>• Sees themselves as a learner, with a positive and solutions-oriented outlook</li><li>• Understanding and support of progressive education as a movement in the field</li></ul> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>• Create and manage a caring, engaging, purposeful and stimulating environment which is conducive to children's learning, and which is regularly reviewed and continually developed;</li><li>• Provide services that include: assessment; individual instruction; small group instruction; co-teaching; support to classroom teachers in planning and developing adaptive programs;</li><li>• Observe, assess, write and implement Individual Educational Plans (IEPs) or Individual Learning Plan (ILP) for students.</li><li>• Collaborate with teachers in the classroom by planning and developing strategies to meet each student's needs.</li><li>• Provide regular ongoing communication with parents, staff and admin</li></ul>



regarding students progress.

- Schedule and/or attend, IEP meetings, Parent Teacher Conferences and update reports and IEPs as required.
- Organise school-wide workshops and events for teachers, students and parents.
- Supports the admissions process as appropriate for cases that may require learning support.
- Foster relationships with colleges and universities to promote the learning program and individual students, including hosting school and site visits

Please send your full resume including minimum 2 references, with a cover letter, including your current and expected salary, addressed to the Human Resources Manager by visiting our page at <https://www.ths.edu.hk/about/working-at-ths>