

Secondary School Learning Support Teacher

1. OVERVIEW

- 1.1** Learning Support Teachers are appointed by the Head of School.
- 1.2** All teachers employed by the school have professional responsibilities to their students, to themselves, to the institution, to their colleagues and to the wider school community.

2. EXPECTATIONS

As an educational professional working in a K-12 international school, it is expected that a teacher will:

- 2.1** demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing Council;
- 2.2** be familiar with the operational practices and expectations of the school;
- 2.3** adhere to the school policies and guidelines published in the Faculty Handbook and elsewhere;
- 2.4** respect and treat all students equally;
- 2.5** work collaboratively and constructively with colleagues;
- 2.6** conduct themselves with decorum;
- 2.7** respect confidentiality;
- 2.8** have a thorough and age-appropriate knowledge and understanding of skills and subjects taught;
- 2.9** keep abreast of relevant educational developments and research;
- 2.10** take full advantage of professional development opportunities;
- 2.11** use an appropriate variety of instructional and assessment practices and techniques;
- 2.12** establish and maintain an appropriate social, emotional, physical, and intellectual learning environment in which all students may succeed;
- 2.13** communicate effectively;

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- 2.14 contribute to school life beyond classroom teaching;
- 2.15 exhibit and model a respect for the culture, languages, beliefs and people of the school's host country, India.

3. DUTIES AND RESPONSIBILITIES (ALL TEACHERS)

The duties and responsibilities of a learning support teacher include:

- 3.1 ensuring the safety and wellbeing of students;
- 3.2 attending school as required by contract and being punctual to classes;
- 3.3 meeting internal and external deadlines;
- 3.4 meeting students' parents and guardians in person as required;
- 3.5 accepting the collective responsibility of all school staff to maintain order and enforce school expectations regarding student behaviour;
- 3.6 participating in the annual professional appraisal process;
- 3.7 discharging effectively such supervisory duties as may be assigned by the school administration.

4. DUTIES AND RESPONSIBILITIES (SPECIFIC TO LEARNING SUPPORT TEACHERS)

- 4.1 Acting as the Case Manager for each of their students;
- 4.2 Maintaining records of students who they are responsible for;
- 4.3 Developing and implementing goals of students' IEP/ISP in conjunction with the homeroom teacher, subject teachers and/or the student;
- 4.4 Liaising with class/specialist teacher regarding the implementation of recommended strategies/accommodations for students;
- 4.5 Providing direct instruction to students either on a one-to-one basis or within the classroom, based on the goals of their IEP/ISP;
- 4.6 Organizing and attending IEP/ISP review meetings and communicating these documents to relevant staff and the student's parents, if and when required;
- 4.7 Liaising with parents of students with specific learning needs to provide updates on student progress, to request documentation, to request possible external psychological testing etc
- 4.8 Liaising with outside professionals when needed.

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- 4.9** Attending regular departmental and inter-departmental meetings (with Counselling) to discuss a whole wellbeing approach to student needs.
- 4.10** Negotiating with students and parents regarding self-management goals as well as communicating these to relevant staff, if and when required.
- 4.11** Providing relevant documentation to the MYP and DP Co-ordinators seeking IB exam accommodations for students with IEPs.
- 4.12.** Overseeing the implementation of exams for students with IB approved accommodations (i.e extra time, separate space etc)
- 4.13** Overseeing and supporting student LSAs including the recruitment process as well as during employment at SIS