Upper School Learning Support Teacher (Grades 6 to 12)

Qualifications required: Undergraduate or postgraduate degree in Special Education or similar

Reports to: Upper School Assistant Principal (Grades 6 to 12)

Responsibilities include:

- Identifying and supporting students in Grades 6-12 with learning needs that may or may not result in creating and supervising the implementation of Individual Learning Plans (ILPs) and/or respectively, for these students.
- Where appropriate, devising Individual ILPs for students that ensure these give clear and very specific and diagnostic advice to teachers on how they can better support students’ learning.
- Reviewing and updating ILPs ensuring consistency in communicating the needs of students to their teachers.
- Providing in-class support for individual students or arranging pull out support lessons, where appropriate.
- Assisting teachers, and the MYP/DP Coordinator, in establishing any assessment accommodations for students with ILPs, where required, and ensuring that the accommodations are being implemented.
- Ensuring that the classroom teacher is implementing the ILP.
- Communicating student progress to teachers throughout the school year.
- Arranging and conducting meetings with parents, providing written feedback including commendations, recommendations and matters to be addressed regarding individual student progress throughout the school year.
- Supporting student transition from one grade level to the next and expected developmental outcomes, in particular Grade 5 into 6 and Grade 8 into 9.
- Serving as a resource for subject teachers in all matters relating to learning support and differentiation.
- Coordinating specific student testing with external support providers, as required.
- Ensuring school procedures, policies and decisions are in keeping with local, state and national regulations, in regular collaboration with relevant authorities.
- Meeting local educational authorities when invited and implementing their requirements and recommendations.
- Working collaboratively with all colleagues, students and parents.
- Continually establishing strong rapport with students, parents and colleagues.