



UNIS Hanoi - Position Description

Division: Secondary School
Position: High School Learning Specialist: Enrichment & Learning Support
Reports to: Secondary Principal

At UNIS Hanoi we value cultivating *personal and academic excellence* through:

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- Varied assessment strategies to allow students to showcase their strengths and progress
- Strong connections and relationships between students, colleagues and parents

Duties and Responsibilities

Enrichment & Extension:

- Inspire, support and coach colleagues to support all students through personalized learning with a particular focus on highly able students
- Work collaboratively to model innovative teaching practice supporting and facilitating professional learning and growth within the division
- Strategically assist teachers and divisional leaders in the support and enhancement of teaching, assessment, and learning practices for all, including highly able students
- Collaborate with others in the design and delivery of dynamic and forward-looking instruction
- Utilize existing data and data collection practices to help colleagues optimise their teaching practices

Learning Support

- Ensure that students with learning and language differences students are identified effectively
- Plan and follow appropriate programmes of intervention for individuals and groups of students as determined by their learning needs and differences
- Establish coherent partnerships with subject teachers and specialists, acting in an advisory capacity or co-teaching as appropriate so that they feel supported when implementing the programme of support
- Oversee, guide and support the work of the Learning Support Teaching Assistants in conjunction with other LS teachers
- Coordinate and develop individual learning plans for students in conjunction with class/subject teachers, parents and students as appropriate
- Monitor and evaluate the progress of LS students and help maintain and update the Learning Support register
- Assess and report upon student progress according to the School Assessment Policy and the UNIS Learning Support Department agreements
- Facilitate and promote positive relations between home and school
- Be an active member of the D-12 Learning Support Cohort

United Nations International School of Hanoi

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- Share in the overall responsibility for the academic progress, personal development, health and safety, discipline and well-being of all students
- Contribute to the UNIS school improvement plan by serving on committees and other shared decision-making groups
- Any other reasonable duties, as directed by the Principal

Position Requirements:

- Qualifications in Learning Support/Special Needs and qualification or experience working with Gifted and Talented
- A degree in education and/or teaching license
- Minimum three (3) years experience, preferably in an international school setting

Preferences/Priorities:

- Familiarity with Multi-tiered Systems of Support (MTSS) preferred
- LS teachers with experience or extensive knowledge about working with students on the **Autism Spectrum**, or those with behavioral management challenges (PBIS), or pragmatic language challenges are encouraged to apply
- Technologically able
- Self-directed student-centered educator
- Cross-cultural exposure and understanding
- Excellent organizational and time management skills

Our Commitment to Diversity, Equity, Inclusion and Social Justice

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable and inclusive school for all members of our school community. We believe that our students reach personal and academic excellence when they are part of a supportive community that values and champions diversity, equity and inclusion and advocates for social justice. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators and others of diverse backgrounds, to apply to join our UNIS Hanoi community.

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