UNIS HANOI - POSITION DESCRIPTION

Division: Elementary School (ES)
Position: Elementary School Learning Support Teacher - Upper Elementary
Reports to: Elementary School Principal and Director of Student Success and Wellbeing

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

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- A Multi-tiered Systems of Support (MTSS) Approach to ensure access for all learners
- Varied assessment strategies to allow students to showcase their strengths and progress
- Strong connections and relationships between students, colleagues and parents

DUTIES AND RESPONSIBILITIES

- Provide Learning Support services within a Multi-Tiered System of Support (MTSS) framework, contributing specialist expertise across Tiers 1–3 according to student needs and response to instruction.
- Work in partnership with classroom teachers to identify student strengths, specific learning needs, and potential barriers using multiple sources of evidence, including formative and diagnostic assessments, classroom observations, student work, and response to instruction.
- Help plan, deliver, and evaluate targeted Tier 2 interventions, collaboratively with classroom teachers and teaching assistants, establishing clear goals, shared responsibilities, progress monitoring, and review processes within the MTSS framework.
- Work in close partnership with homeroom and subject teachers, grade-level teams, and relevant specialists to coordinate support across settings. Contribute to direct classroom instruction, targeted small-group instruction, co-planning, co-teaching, consultation, and individualized support according to identified learning needs and agreed priorities.
- Understand the role of data-informed early intervention for children in supporting the development of underdeveloped skills across language, mathematics, gross and fine motor development.
- Advocate for students, their individual learning styles, and their right to learn in a meaningful and respectful environment.
- Provide students with an opportunity to meet their potential, to be challenged and to experience success.
- Be an active member of the Student Success Team (SST), contributing specialist expertise to collaborative problem-solving, intervention planning, case review, and the ongoing development of inclusive practices.
- Commit to a collaborative, team approach, working closely with homeroom teachers and specialists in multidisciplinary teams. This may include direct ES classroom instruction, leading small group instruction, co-planning, co-teaching, co-assessing, and co-reflecting.
- Promote and support differentiation in the classrooms, working closely with teachers to create and support accommodation plans when needed.
- Establish effective partnerships with parents for the benefit of their children, ensuring appropriate communication and support.
- Develop and utilise technology to enhance students' learning appropriately.
- Guide and support the work of the Learning Support Teaching Assistants and one-to-one assistants in conjunction with the appropriate class and subject teachers.
- Ensure that students are identified effectively through appropriate diagnostic and formative assessment and are referred for learning support according to the UNIS pre-referral and referral system.

- Develop and implement appropriate intervention, learning, and education plans for individuals and groups of students in conjunction with teachers, parents, and students, as appropriate.
- Assess, monitor, evaluate, and report the progress of students in receipt of learning support in accordance with the School Assessment Policy.
- Effective use of assessment and reporting across the school in order to improve tracking and target setting.
- Follow, contribute to, and further develop the current Student Success Team guidelines grounded in evidence-based practices for inclusive education.
- Contribute to the overall ethos of the school and the promotion of lifelong learners. This might include occasional in-service programs for teachers and parents and liaising with other International Schools and networks.
- Take an active role with Elementary School special events, staff meetings, and workshops.

POSITION REQUIREMENTS

- University degree in Education (minimum of Bachelor's degree)
- University degree, post-graduate diploma, or certification in Special Education
- At least 5 years of relevant experience
- Experience with early intervention practices and assessments
- Experience with MTSS (desirable)
- Experience supporting multilingual learners (desirable)
- Experience working with students in small groups
- Cross-cultural exposure and understanding
- The ability to work as part of a team
- Strong skills in monitoring and follow-through.
- Excellent organizational and time management skills
- Strong computer 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.