

PRIMARY LEARNING SUPPORT TEACHER JOB DESCRIPTION

LOCATION	British International School Kuala Lumpur	
JOB PURPOSE	<p>All Primary Learning Support staff need to demonstrate the skills and experience necessary to provide educational leadership within their area of expertise. They play a vital role in raising teaching and learning standards by delivering high-quality, inclusive teaching and supporting the professional growth of their colleagues in catering to diverse learning needs.</p> <p>We are looking for educators with open minds who embrace and initiate innovative ideas to enhance the learning environment for all students. All Primary Learning Support teachers are expected to actively support and contribute to the school development plan and demonstrate our core values in their daily practice: be kind; be resilient; take risks; act with integrity, and be ambitious.</p>	
REPORTING TO	Head of Learning Support	
DIRECT REPORTS	<ul style="list-style-type: none"> Assistant Teachers 	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> PLT Heads of Department Head of Learning Support 	<p>External:</p> <ul style="list-style-type: none"> Parents
KEY RESULTS AREA		
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY		
<ul style="list-style-type: none"> Provide a role model for pupils and other staff through their personal and professional conduct. Be highly respected and able to motivate others. Support the broad aims of the school and of the Senior Management Team. Promote BSKL in the community; contribute to the admissions and marketing team initiatives Demonstrate an ability to advise and support other teachers. Provide clear feedback, good support and sound advice to others. Share good practice with colleagues. Provide examples, coaching and training to help others become more effective in their teaching. When appropriately experienced, help others to evaluate the impact of their teaching on raising students' achievements. Analyse teaching and understand how improvements can be made. Have highly developed interpersonal skills which allow them to be effective in schools and situations other than their own. Ensure productive parent relationships through excellent face to face communications, email, your weekly review, reports and regular contributions to school communications 		

PASTORAL CARE

- Play an active role in the care, wellbeing and safeguarding of all students.
- Undertake child protection and safeguarding training relevant to the role.
- Proactively act on concerns, reporting immediately using the relevant school procedures.
- Demonstrate care, empathy and respect to all students.
- Actively support and encourage students to create, develop and maintain healthy friendships.
- Actively support all school systems of recording and reporting concerns regarding student welfare, including child protection and safeguarding.
- Act as a role model to all students.
- Actively participate in the school's House System.
- Attend trips and outdoor educational activities to support students' personal development.
- Model good practice to students, promoting the values as set out in the NAE code of conduct.
- Consistently apply NAE & school policies, in particular the positive behaviour policy.
- Any other tasks or practices as reasonably directed by the HoD, HoY or PLT.
- Deliver the school's Positive Education Curriculum: planning and collaborating with fellow teachers and HoY as necessary.
- Play an active and encouraging role in the transition and admission of new students to the school.
- Support, monitor and guide new students during arrival to the school.
- Consistently communicate with parents, acting as the first point of contact.
- Monitor student attendance, punctuality and progress using school systems including the school's management information system.
- Encourage students to have high standards in dress, attitude and behaviour.
- Read and advise on written reports for the form group before publishing to parents.
- Support the Head of Primary in writing relevant references for students.
- Any other tasks or practices as reasonably directed by the HoY or PLT

TEACHING, LEARNING AND ASSESSMENT

- Provide customised academic and behavioural support to students with diverse learning needs, ensuring their access to the curriculum.
- Collaborate with classroom teachers to develop and implement individualised education plans (IEPs) and accommodation strategies that align with the current framework
- Facilitate small group and one-on-one sessions to reinforce concepts and assist students in achieving their goals.
- Conduct supervisory meetings once per cycle with Assistant Teachers to discuss student progress, share insights, and provide professional development.
- Observe students and Assistant Teachers during classes to ensure adherence to inclusion practices and offer constructive feedback.
- Collaborate with class teachers to discuss strategies, accommodations, and modifications that benefit the learning experience of students with diverse needs.
- Demonstrate an excellent ability to teach, manage pupils and maintain discipline.
- Ensure that the children in your class feel happy, safe and secure and support those children who aren't
- Ensure lessons and provision are engaging and challenging for all ability levels.
- Demonstrate good subject knowledge and proactively upskill this knowledge in order to teach the BSKL Curriculum
- Display flair and creativity in engaging, enthusing and challenging groups of pupils.

- Provide excellent learning opportunities and robust responsive teaching which promotes progress.
- Work with, direct and support Assistant Teachers to improve children's learning opportunities
- Quickly understand students' perceptions and misconceptions from their questions and responses.
- Develop students' literacy, numeracy and IT skills as appropriate within their phase and context.
- Provide positive and targeted support for pupils who have special educational needs, are very able, are from ethnic minorities, lack confidence, have behavioural difficulties or are disaffected.
- Maintain respect and discipline and be consistent and fair.
- To implement standard assessments for your class at key points during the year
- To participate in Developmental Dialogue and Book Sharing sessions at regular intervals throughout the academic year
- To teach a set timetabled number of periods per week as directed by the Head of Primary

PLANNING AND PREPARATION

- Collaborate with parents, teachers, administrators, and external specialists to develop extensive education plans that address students' individual strengths and challenges.
- Demonstrate an excellent ability to plan.
- Ensure lessons are engaging and challenging for all ability levels.
- Prepare lessons and sequences of lessons with clear objectives to ensure successful learning by all pupils.
- Set consistently high expectations for pupils in their class and homework.
- Plan their teaching to ensure it builds on the current and previous achievement of pupils.
- To plan and prepare the environment both indoors and outdoors to reflect the needs and interests of the children.

PROFESSIONAL AND PERSONAL DEVELOPMENT

- Stay current with best practices in inclusive education, special education through ongoing professional development opportunities.
- Improve teaching through evaluating own practice in relation to pupils' progress, school targets and inspection evidence.
- Seek CPD opportunities and take responsibility for development with support from the Head of Department.
- Take an active role in your own Professional Learning and Development through involvement in Teacher Learning Communities, Staff Meetings, external PLD opportunities and Nord Anglia University

SAFEGUARDING

- Play an active role in the care, wellbeing and safeguarding of all students.
- Ensure that pupils feel safe and secure within the school environment.
- Undertake child protection and safeguarding training relevant to the role.
- Ensure that all incidents (or concerns) and actions (including communications) are logged onto CPOMs.
- Develop and implement systems which encourage pupils to:
Be healthy

Stay safe
Attend and enjoy The British International School Kuala Lumpur
Make a positive contribution to the school and wider community
Achieve academically
Achieve economic well being

- Develop and implement systems that support and provide pupils with opportunities to seek help or advice from their peers or from appropriate adults.
- Proactively act on concerns, reporting immediately using the relevant school procedures.
- Contribute to safe and supportive school culture, climate and environment.

OTHER

- Specialist knowledge and experience within the field of ASD, ADHD and SEMH
- Dyscalculia Specialism (Level 5) or Dyslexia (Level 5) qualification
- Qualified teacher with experience teaching in an international environment
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in
- Compliance with visa requirements for working in Malaysia.
- A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.
- Any other tasks as directed by the Principal and/or the Head of Primary

PERSONAL SPECIFICATIONS

- The ability to integrate technology into the classroom experience to enhance and extend the learning of students
- Successfully teach students using technology in a virtual/hybrid environment if necessary
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology

also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences. We aim to create an environment where colleagues are welcomed and are able to bring talents, skills, background and experiences to their roles in an open and inclusive workplace where people from all backgrounds work together with dignity and respect.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.