MALVERN
COLLEGE HONG KONG
香港墨爾文國際學校

Job description

Job title	Teacher of Learning Enhancement	**Section/Department**	Primary
Division/School	MCHK - School	**Service location**	Tai Po, New Territories
Reporting line	Headmaster	**Effective date**	Aug 2021

Roles and Responsibilities	
Job Purpose	Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort. The successful applicant will be part of the PYP Learning Enhancement team and will be expected to support children with a variety of learning enhancement needs including those with English as an additional language. As a Malvern College teacher the successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.
Main Academic Duties and Responsibilities	● Manage contact and teaching time with pupils on an individual, class or small group basis as judged appropriate; ● Liaise with parents of children receiving LE support, other schools and external agencies, such as speech and language therapists, physiotherapists and educational psychologists alongside other members of the LE team; ● Case manage and monitor the progress of individual pupils, and set learning goals by designing individual learning plans and interventions to boost pupils' learning; ● Create and support suitable learning targets for pupils identified as having additional needs through observation, assessment and planning procedures; ● Provide planned interventions that are based on the principles of an inclusive model, (Intervention programmes will be designed in collaboration with subject teachers); ● Track pupil progress through school-based assessments and adjust interventions accordingly; ● Develop IEP plans (or School Action plans); ● Establish a coherent partnership with subject teachers whereby they are aware of their role in meeting a pupil's individual needs in the classroom; ● Meet regularly with teachers to ensure that they are aware of pupils' individual needs to monitor progress and to plan for differentiated teaching and learning strategies; ● Communicate the interventions in place as well as changes in interventions to all necessary parties; ● Facilitate positive relationships; ● Continue to develop professional knowledge in the areas of SEN, EAL and A, G&T; ● Keep the LE register updated; ● Ensure appropriate assessment arrangements are in place where required for pupils on the LE register, both for internal assessments and external IB assessments and examinations; ● Liaise with Head of Learning Enhancement (PYP) to ensure a smooth transition for pupils from P6 to FY1; ● Work collaboratively with the pastoral team, Gifted and Talented Co-ordinator and EAL teacher;

	● Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate; ● Play an active role in the College's co-curricular programme; ● Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and ● Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
Key Relationships	
Internal	● Pupils ● Headmaster and MCHK management team ● School's administrative and academic/teaching staff ● Human Resources team
External	● Parents ● External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	● Minimum a Bachelor's degree and a teaching qualification; ● Relevant SEN and/or Gifted Education qualifications/training.
Required Working Experience	● Learning Enhancement practitioner with at least 3-5 years of teaching experience who is dedicated to enabling each child to achieve the highest possible standards; ● Classroom teaching experience is essential; ● Teaching experience within a Learning Enhancement team at an International School is preferable but not essential.
Competencies	● Knowledge in an international context is essential; ● A competent, confident and effective communicator; ● Detailed knowledge of a range of primary interventions to support learning and social/emotional growth; ● Ability to work collaboratively; ● Innovative, flexible and technologically adept; ● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community; ● Commitment to ensuring high standards of teaching and learning; ● Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross-cultural approach to work; ● Flexible, resilient and able to work well under pressure and manage time effectively.
Additional Requirements	● A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.