

Job description

Job title	Teacher of Learning Enhancement	Section/Department	Primary
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Head of School	Effective date	August 2022

Roles and Responsibilities	
Job Purpose	<p>The postholder 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.</p> <p>As a Malvern College teacher the postholder will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
Main Academic Duties and Responsibilities	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of School or Headmaster.
Key Relationships	
Internal	<ul style="list-style-type: none"> Pupils Headmaster and MCHK management team School's administrative and academic/teaching staff Human Resources team
External	<ul style="list-style-type: none"> Parents External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	<ul style="list-style-type: none"> Minimum a Bachelor's degree and a teaching qualification; Relevant SEN and/or Gifted Education qualifications/training.
Required Working Experience	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> An appreciation of the IB Philosophy is required; All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position; 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	<ul style="list-style-type: none"> 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.