

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	Learning Support Teacher
JOB PURPOSE	To support students with their diverse learning needs
REPORTING TO	Head of Learning Support
OTHER KEY RELATIONSHIPS	Heads of School, Teachers, Coordinators, GLLs, Specialist staff (IT, Music, Spanish, EAL, Counsellor)
PACKAGE	Competitive

The Learning Support Teacher is responsible for identifying, supervising and providing customised support for students throughout the school who need focused and additional assistance in accessing the ICS teaching and learning programmes.

Tasks and responsibilities include, but are not limited to:

- The Learning Support teacher is responsible for supporting the academic and social emotional needs of students (K to 12). The goal of the department is to assist students in maximising their potential in the regular classroom setting.
- To effectively achieve designated responsibilities, the Learning Support teacher collaborates with teachers, parents and other related professionals as an interdisciplinary team.

Specific responsibilities of Learning Support teachers

- Developing individualised educational plans (IEP) based on student profile of strengths and needs.
- Providing one-on-one, in-class support or small group instruction, tailored to student needs.
- Modifying programmes, differentiating and scaffolding tasks and providing alternative strategies, to enable students to function more effectively in integrated settings and access the curriculum.
- Collaborating with teachers in adapting the programmes, providing resources and alternative strategies for students with learning needs to optimize learning.
- Supporting teachers in implementing inclusive assessment arrangements.
- Maintaining records of students' progress and development.
- Writing reports on student progress.
- Maintaining records of meetings with parents and other professionals.
- Participating in collaborative planning sessions
- Screening students and sharing the information with relevant staff
- Using evidence-based strategies and interventions to support students with learning differences.
- Leading and/or participating in student support team meetings, IEP reviews, and parent conferences.
- Assisting with transition planning for students moving between grade levels or programs.
- Preparing documentation to support referrals to specialists or external agencies.

Commitment to Personal and Professional Development

- Participate in and fully engage with the school's performance management and appraisal process.
- Demonstrate continuous professional and personal development through the identification and implementation of individual development plans arising from company and school performance management and appraisal processes
- Share expertise with colleagues through coaching, co-teaching, and professional learning sessions.
- Stay current with research and best practices in special education and learning support.
- Contribute to wider engagement of colleagues in the marketing and admission function, giving support and willingly sharing ideas and materials to promote this.

Commitment and engagement to the following Company and Professional Values and Dispositions:

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative