

Job Description: Head of Learning Support

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with the WCISB Class Teacher Job Description, the WCISB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Purpose

- 1.1. This is, in the first year, an 80% contact position (largely one-to-one or small groups). The post-holder is responsible for the daily implementation of the Learning Support policy and the specific provisions made to support pupils with specific learning difficulties. There may be a teaching commitment as well as running support sessions. Initially it will be a Junior School position but a whole-School role may be available in due course for the right person.

2. General Responsibilities

- 2.1. Oversee and review the smooth and efficient day-to-day running of the Learning Support Department in the Junior School.
- 2.2. Ensure that the School's Learning Support Policy is up to date, compliant and implemented throughout the School.
- 2.3. Be available to advise colleagues on Learning Support matters and ensure that they have access to relevant training and resources
- 2.4. Ensure that Learning Support advice for staff is current
- 2.5. Deliver INSET to all teaching staff and TAs as appropriate
- 2.6. Maintain and update promptly with new information the Learning Support records, including the Learning Support background information for staff, Learning support information on the school database and Educational Psychologists' reports.
- 2.7. Maintain accurate records of meetings with parents
- 2.8. When possible, receive information in advance about new students with specific learning difficulties, and interview and report on them to the Head of the Junior School
- 2.9. Have overall responsibility for the screening of new students. Communicate with parents as necessary on the outcome of screening, discuss the recommendation of Educational Psychologists' reports, use supplementary screening tests as necessary
- 2.10. Advise on further assessment by, and liaise with, specialist staff e.g. educational psychologists, speech therapists and occupational therapists
- 2.11. Help to smooth the transition of relevant Pre-Prep pupils to the Prep School

3. Curriculum

- 3.1. Ensure the highest standards of support, putting intervention programs in place to meet individual needs as necessary before, during and after school.
- 3.2. Co-ordinate and deliver support lessons for students with specific learning difficulties either one-to-one or in small groups
- 3.3. Arrange or supply in-class support as appropriate
- 3.4. Organise intervention programmes in liaison with Class Teachers



WELLINGTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

- 3.5. Prepare and maintain Individual Education Plans for all staff to access
- 3.6. Liaise with Class Teachers and Teaching Assistants on differentiated teaching and learning, enabling students with learning difficulties to access the curriculum and apply their underlying ability
- 3.7. Meet regularly with the Learning Support team
- 3.8. Monitor, assess and record the progress of relevant students, providing evidence of the added value generated by all Learning Support interventions
- 3.9. Ensure that every student on the Learning Support register has regular individual meetings to discuss progress; parents must also be involved in regular meetings and updates
- 3.10. Attend Middle Leaders meetings, and Senior Leaders meetings when necessary
- 3.11. Work with the Head of the Junior School on the delivery of study skills sessions and INSET and CPD for staff in relation to Learning Support and differentiation

4. Other

- 3.1. Oversee the work of Teaching Assistants and any other staff delivering Learning Support
- 3.2. Manage the Learning Support budget
- 3.3. Keep up to date with new research in the field of Learning Support
- 3.4. Attend appropriate training courses as relevant and develop professional relationships with local counterparts and agencies
- 3.5. Attend staff meetings, assemblies and functions as appropriate.
- 3.6. Participate in the School's Performance Management and Mentoring processes.
- 3.7. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.
- 3.10. This job description is not exhaustive and will be subject to periodic review.