



Job Description Secondary Learning Support Teacher

Reporting to	Assistant Headteacher
Other key relationships	Faculty Leaders, SLT, Designated Safeguarding Leads, Learning Mentors, 1:1 Learning Assistants, Subject Leaders, School Counsellors, EAL department, Futures Team, Admissions.

Purpose:

The Bangkok Prep teacher aspires to teach in a manner and at a level which is in accordance with the school's published '[Teaching and Learning Policy](#)' and our definition of "[High Quality Teaching and Learning](#)". Through outstanding teaching, using a deep understanding of pupils' individual learning needs, the Bangkok Prep teacher strives to ensure that the school's curriculum lays firm foundations for academic and future success, personal fulfilment and lasting happiness in every one of our students.

Responsibilities:

The teacher is responsible to the Head of Secondary for:

- Supporting children with their learning needs;
- Supporting with the development the expertise of teaching staff and learning mentors with regards to supporting our children with learning needs;
- Promoting best-practice across the school in meeting the needs of all children in the classroom and learning environment
- Researching, planning and developing the integration of support into the Secondary Curriculum;
- Utilising developmental ideas at Bangkok Prep.
- Representing areas of knowledge, understanding and skills, in all their richness, to the students taught.
- Holding the highest regard for truth, justice, equality of opportunity, human rights, benevolence and compassion.
- Promote interculturalism and recognise and reward globally minded communication, thought and behaviours,
- Teach with consistent effectiveness the students in their classes, taking full account of all students' individual educational needs;
- Providing for students appropriate guidance, in loco parentis, on matters of importance and relevance to students.
- Maintaining excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school.
- Planning and delivery of a programme of learning opportunities and activities to enrich and enhance the taught curriculum.
- Cooperating with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom (in line with our behaviour policy), around the school and on school trips, and taking active measures to protect students



from all forms of abuse, including identity based harm, bullying and any kind of corporal punishment.

Person specification

A Bangkok Prep teacher endeavours to show and develop:

- The qualities and values detailed on the person specification
- The Bangkok Prep Life Values
- Their practice in line with the Vision, Mission and Life Values of the school at all times work in line with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).

Main tasks: TEACHING, LEARNING AND THE CURRICULUM

In accordance with school's policies and under the direction of the Secondary Leadership team the teacher will:

TEACHING

- Consistently teach high-quality lessons which align with our school's understanding of [High Quality Teaching and Learning](#);
- Teach with consistent effectiveness the students in their classes, taking full account of all students' individual educational needs (LS, EAL, HEAL and emotional and social needs).
- Plan for the implementation, monitoring and evaluation of relevant learning technologies policies.
- Ensure when planning lessons, that the opportunity for the development, monitoring and assessment of ICT capability that is consistently matched to the learner's needs and ability is included.
- Set and mark work to be carried out by the students in school, at home and elsewhere as appropriate.
- Promote the intellectual, moral, cultural, physical and personal abilities and aptitudes of the students in her/his classes and provide guidance and advice to students on educational and relevant social and other matters.
- Make records of and reports on the personal and social needs of students.
- Adapt Teaching, Learning and planning in line with the WSDP (Whole School Development Plan).
- Engaging and motivating students to achieve at a level that is as high as they can possibly achieve.
- Using excellent subject knowledge, pedagogic and interpersonal skills to enthuse students and enable students to enjoy learning.
- Making full use of resources and learning technologies to enhance the quality of teaching and learning for students of all ages and attainment levels.
- Encouraging and enabling all students to become effective, confident and independent lifelong learners.
- To work closely with class teachers, academic support staff and the pastoral teams.
- To work closely with families of children receiving learning support tier 1 to tier 3 and 1:1 support.



ASSESSMENT, RECORDING AND REPORTING

- To help assess new children who may be in need of additional support.
- Assessing referred children, and those new to the school for learning support needs;
- Assess, record and report on the development, progress and attainment of the students in their classes in line with school policy.
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students – including parent / carer consultations and formal written reports.
- To effectively manage the Bangkok Prep 'Pupil Passports' (similar to IEPs) for all children receiving additional support for their learning where necessary.
- To ensure Pupil Passports are reviewed termly and realistic but challenging targets are set to enable further progress to be made.
- To work closely with parents for the benefit of their children, arranging regular meetings and case conferences as required.

PUBLIC EXAMINATIONS

- Adhere to and implement all deadlines relating to entry of information for public examinations.
- Participate in arrangements for preparing students for public examinations, and assessing students for the purposes of such examinations and recording and reporting such assessments.
- Systematically collecting and submitting evidence of need for Exam Access Arrangements as required by the Examination Boards and JCQ guidance.
- Participating in arrangements for students' presentation for and supervision during such examinations.

DEVELOPING PROFESSIONAL CAPACITY

- Actively engage in the review of their own professional performance and that of other teachers in line with our Developing Professional Capacity (DPC) Policy..
- Actively engage in continued professional development.

FURTHER TRAINING AND DEVELOPMENT

- Keep under review their methods of teaching and programmes of learning;
- Engage with relevant communities of practice in order to remain up-to-date with current professional developments relevant to the subject group;
- Regularly undertake a self audit and review in order to identify areas of practice, skills or knowledge to develop;
- Participate in arrangements for their further training and professional development as a learning support teacher.

CURRICULUM DEVELOPMENT

- Advise and co-operate with the other colleagues and the Senior Leadership Team on the preparation and development of planning documentation, methods of teaching and assessment and pastoral arrangements.



- Take responsibility for specific areas of the curriculum within your team.
- Develop curriculum in line with the WSDP and Faculty Improvement Plans.
- Contribute to and enable the design and implementation of students' adapted curriculum plans and help to ensure information and strategies are shared with other support staff for the students.

BEHAVIOUR MANAGEMENT, HEALTH AND SAFETY

- Maintain good order and discipline among students using positive and personalised behavioural strategies.
- Safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in school activities elsewhere.

STAFF MEETINGS

- Participate in meetings which relate to curriculum matters or the administration or organisation of the school, including pastoral elements. Typically a teacher will attend the staff briefing and a staff meeting after school each week.
- Prepare for and contribute positively to team meetings, Teaching and Learning Groups and Year Team meetings in line with the professional culture at Bangkok Prep.

COMMUNICATION

- Communicate and consult with the parents and carers of their students, or others who have a legitimate interest in the students in her/his classes.
- Communicate and cooperate with persons or bodies outside the school as required by the Head of Secondary.
- Attend and participate in meetings.
- Contribute to school publications and official school social media to inform, celebrate and promote our community.

MANAGEMENT AND ADMINISTRATION

- Participate in administration and organisational tasks related to such duties as are described above.
- Provide an accurate Learning Support register for the school.
- Maintaining and updating the Learning Support Register, and relevant Pupil Passports. Ensuring that all communications with parents are of the very highest standard in the area.
- Ensuring that all support sessions are planned with academic rigour;
- Assisting with the coordination of staff in the department
- Manage or supervise anyone providing support for your class(es).
- Direct and/or supervise persons providing support for the teachers in the school.
- Complete all registers accurately and on time.
- Learn and follow the school's procedures for health and safety including accident and incident reporting and emergency response procedures including dynamic lockdown and emergency evacuation procedures.
- Attend assemblies and other such collective school events. Register the



attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.

- Attend annual school events like Residential, Open Day and the Bangkok Prep Winter Fair.
- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Assisting with the coordination of staff in the department to prepare documents for accreditation and internal quality assurance visits;
- Follow school processes and procedures for purchasing, event and trip planning.

COVER RESPONSIBILITY

- Supervise and so far as is reasonable and practicable teach any students whose teacher is not available to teach them.

GENERAL PROFESSIONAL DUTIES

- Carry out particular professional duties as may reasonably be assigned by the Head of Secondary.
- Positively contribute to the overall life of the school.

PASTORAL DUTIES

Act as a Teacher and Tutor and in this capacity be the key member of staff for the provision of pastoral support for each and every member of the form, including such functions as:

- Sharing daily notices and information to students.
- Monitoring and supporting individual student's progress and well-being.
- Providing students with day-to-day support and guidance as necessary.
- Holding regular one-to-one discussions with members of the tutor group, including academic mentoring.
- Discussing students' needs and progress with the Year Leader and, as needed, the student success team, Assistant Head of Wellbeing or Head of Sixth Form and other key staff.
- Attend and support school events as an active member of the pastoral staff team.
- Complete administrative tasks with the tutor group as needed.
- Take a full and active role in assigned duties at break, lunch, before or after school.

EXTRA-CURRICULAR ACTIVITIES

Plan and deliver an after school programme of enrichment activities deriving from the taught curriculum and/or from other interests and needs of the students, once a week for 1 hour.

REPRESENTING THE SCHOOL WITHIN THE COMMUNITY



A Bangkok Prep teacher will:

- Establish, encourage and maintain strong curriculum links with local, regional and international organisations;
- Consider leading community workshops as part of our commitment to community learning and to develop a greater understanding of our curriculum and work as a school;
- Promote genuine student voice and student leadership in lessons and school activities;
- Seek and promote teaching/learning links with other schools;
- Organise and lead Bangkok Prep entries in relevant competitions;
- Contribute to and participate in assemblies;
- Contribute to and participate in school events and processes such as the options process and student leadership selection..
- Maintain the highest level of child retention and participation;
- Ensure that the department is physically 'well presented';
- Maintain and further develop an effective VLE (Firefly) page;
- Maintain a full application of the principles laid down in school policy documentation - e.g. Code of Conduct, Dress Code, Staff Handbook etc.

The teaching load of a teacher without additional responsibilities at Bangkok Prep is 80% of a full timetable.

Review

This job description will be reviewed every two years or at the point of contract renewal.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description may be reviewed at the reasonable discretion of the Head of Secondary and in consultation with the post holder.

The performance of the Teacher in these key responsibility areas is formatively reviewed over the year as part of the school's Developing Professional Capacity Process.

The post holder has an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.

All teachers at Bangkok Prep are expected to embody the Vision, Mission and Life Values of the school under the direction of SLT and ensure that they operate in line with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).