



# Job Description Form

**When to use this form:** A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

**Where to send this form:** Form can be emailed or sent to the HR Department.

**“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”**

Position Title	Learning Support Coordinator (2yrs – 11yrs)	Reference:
Function/Department	Academic	Location: St. Andrews International School, Sathorn - Thailand
Reports to	Head of School	
Position Type	Fixed term	
Position Status	Full Time	

## Position Objective

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.

Directly reporting to the Head of School, The role of the Learning Support Coordinator is essentially to build and maintain a successful Learning Support program. To plan a variety of activities and exercises to help students improve their literacy skills.

## Responsibilities

### Learning Support

- Provides support for students who have learning difficulties compared to their age and developmental level. Difficulties may be specific or non-specific. Support is provided on the basis of diagnosis and assessment using a range of assessment tools.



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- Be involved in the ongoing Professional Development of classroom teachers in respect to their catering for the needs of all students with a range of backgrounds in their mixed ability classrooms
- Develop positive learning situations with students having difficulty
- Working collaboratively with a team of Learning Support teachers (SEN/EAL) and shadow teachers to plan and built the curriculum
- Working closely with class teacher to establish optimal support for students and assess their development and needs

## Parents

- Coordinate parent meetings where appropriate to review a students' progress
- Coordinate efforts with parents to assist the students

## General

- To provide any other reasonable duties delegated by the Head of School and School Principals

## Position Requirements

- Experience in similar position in an International School environment would be a distinct advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community

## Qualifications

- Recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- Qualified class room teacher with reading specialisation qualification
- Qualified to work with/teach students

## Contacts

- Head of School and Teachers
- Liaises with students & Parents
- Co-ordinate with Administration Department

## Terms of Employment

- Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To be considered for employment at a Cognita School, pre-employment background checks are mandatory.
- Standard expat teacher contract