

### Job description

<b>Job title</b>	Teacher of Learning Enhancement	<b>Section/Department</b>	Primary
<b>Division/School</b>	MCHK - School	<b>Service location</b>	Tai Po, New Territories
<b>Reporting line</b>	Headmaster	<b>Effective date</b>	Aug 2021

Roles and Responsibilities	
<b>Job Purpose</b>	<p>Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.</p> <p>The successful applicant 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 successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
<b>Main Academic Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage contact and teaching time with pupils on an individual, class or small group basis as judged appropriate;</li> <li>• 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;</li> <li>• Case manage and monitor the progress of individual pupils, and set learning goals by designing individual learning plans and interventions to boost pupils' learning;</li> <li>• Create and support suitable learning targets for pupils identified as having additional needs through observation, assessment and planning procedures;</li> <li>• Provide planned interventions that are based on the principles of an inclusive model, (Intervention programmes will be designed in collaboration with subject teachers);</li> <li>• Track pupil progress through school-based assessments and adjust interventions accordingly;</li> <li>• Develop IEP plans (or School Action plans);</li> <li>• Establish a coherent partnership with subject teachers whereby they are aware of their role in meeting a pupil's individual needs in the classroom;</li> <li>• 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;</li> <li>• Communicate the interventions in place as well as changes in interventions to all necessary parties;</li> <li>• Facilitate positive relationships;</li> <li>• Continue to develop professional knowledge in the areas of SEN, EAL and A, G&amp;T;</li> <li>• Keep the LE register updated;</li> <li>• 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;</li> <li>• Liaise with Head of Learning Enhancement (PYP) to ensure a smooth transition for pupils from P6 to FY1;</li> <li>• Work collaboratively with the pastoral team, Gifted and Talented Co-ordinator and EAL teacher; and</li> </ul>

	<ul style="list-style-type: none"> <li>● Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate;</li> <li>● Play an active role in the College's co-curricular programme; and</li> <li>● Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>● Pupils</li> <li>● Headmaster and MCHK management team</li> <li>● School's administrative and academic/teaching staff</li> <li>● Human Resources team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>● Parents</li> <li>● External co-curricular partners as appropriate</li> </ul>

<b>Position Requirements</b>	
<b>Academic Requirements</b>	<ul style="list-style-type: none"> <li>● Minimum a Bachelor's degree and a teaching qualification;</li> <li>● Relevant SEN and/or Gifted Education qualifications/training.</li> </ul>
<b>Required Working Experience</b>	<ul style="list-style-type: none"> <li>● 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;</li> <li>● Classroom teaching experience is essential;</li> <li>● Teaching experience within a Learning Enhancement team at an International School is preferable but not essential.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>● Knowledge in an international context is essential;</li> <li>● A competent, confident and effective communicator;</li> <li>● Detailed knowledge of a range of primary interventions to support learning and social/emotional growth;</li> <li>● Ability to work collaboratively;</li> <li>● Innovative, flexible and technologically adept;</li> <li>● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community;</li> <li>● Commitment to ensuring high standards of teaching and learning;</li> <li>● Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross-cultural approach to work;</li> <li>● Flexible, resilient and able to work well under pressure and manage time effectively.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>