



Job Description Primary School Learning Support Teacher

Reporting to	Assistant Head of Learning (Primary)
Direct Reports	Learning Support Mentors, 1-2-1 Learning Support Staff
Other key relationships	PLT, Year Leaders, Class Teachers, Other Student Services, Outside agencies involved in Learning Support

This job description is for the promotion, development and monitoring of Learning Support

Purpose:

The Bangkok Prep Learning Support 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 definition. Through outstanding teaching, with a deep understanding of pupils' individual learning needs, the Bangkok Prep Learning Support 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.

The Learning Support Teacher will be responsible for:

- Supporting children with additional support needs;
- Supporting with the development the expertise of teaching staff and teaching assistants with regards to supporting children with additional support needs;
- Promoting best-practice across the school in supporting children with additional support needs;
- Researching, planning and developing the integration of support into the Primary Curriculum;
- Reviewing Learning Success developments and utilising developmental ideas at Bangkok Prep.

Responsibilities:

The Learning Support Teacher will be responsible for:

- Contributing to meetings, discussions and management systems necessary to coordinate the work of the school in the Primary Campus;
- Assisting with the coordination of staff in the department to prepare documents for accreditation and internal quality assurance visits;
- Alongside the Assistant Head of Learning, supporting the Primary Leadership Team (PLT) in devising and implementing policies and procedures to maximise children's learning;
- Ensuring that all communications with parents are of the very highest standard in the area;
- Ensuring that support sessions are planned with academic rigour;
- Supporting the implementation, monitoring and evaluation of all new initiatives as identified by PLT;
- Assessing referred children, and those new to the school for learning support needs;
- Maintaining and updating the Learning Support Register, and relevant Pen Portraits and documentation.

Person Specification

- Embodies the Bangkok Prep Values



Main tasks: TEACHING, LEARNING AND THE CURRICULUM

The Learning Support Teacher will:

- Design child-centred methods and strategies for teaching concepts and skills;
- Support academic leaders in the integration of the department into existing curriculum plans;
- Support and deliver support sessions within the department;
- Ensure that standards of support are at the highest levels;
- Collaborate with classroom teachers to facilitate rich learning activities in the subject;
- Continuously refine and develop the delivery of support sessions;
- Provide support and advice on assessment and evaluation of children's learning in the area;
- Stay abreast of current departmental developments, evaluate such in terms of suitability and utility and utilise as appropriate.

LEARNING ENVIRONMENTS AND ACTIVITIES

The Learning Support Teacher will:

- Research and model appropriate learning in the department;
- Identify and evaluate methods and strategies for using Learning Technologies to support the children within the context of classroom learning;
- Disseminate best practices of the above;
- Support the development of an effective VLE (Firefly) page to promote the department;
- Support PLT in ensuring the whole school physical environment is appropriate to the success of our Learning Support children.

REPRESENTING THE SCHOOL WITHIN THE COMMUNITY

The Learning Support Teacher

- Publicise through Weekly Blogs, Weekly Round Up, Constant and True and other publications about developments in their area of the school;
- Ensure that the department maintains a high profile within the school;
- Promote student leadership roles where possible and applicable;
- Liaise and communicate with parents effectively;
- Promote teaching/learning links with other schools;
- Maintain a full application of the principles laid down in school policy documentation - e.g. Code of Conduct, Dress Code, Staff Handbook etc.;
- Contribute to and participate in assemblies.;
- Contribute to and participate in whole school events;

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 Primary and in consultation with the post holder.

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

The Primary Learning Support Teacher will normally be expected to:

- Teach up to an 80% timetable of withdrawal sessions with children on the Learning Support Programme;
- Follow up Learning Support referrals;



- Liaise with class teachers to support the provision of appropriate and effective support for Learning Support children;
- Support staff in the provision of appropriate and effective support for Learning Support children;
- Assess children and recommend Learning Support Tiers where it is deemed appropriate;
- Communicate with parents regarding Learning Support matters;
- Coordinate with relevant external providers;
- Promote interculturalism and Digital Citizenship in school as part of the WSDP;
- Promote our Bangkok Prep Life Values, UN Global Goals and sustainability in the department;

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

Performance of teachers in their key responsibilities is formatively reviewed over the year as part of the Developing Professional Capacity process.

All staff have an individual responsibility to safeguard and promote the well-being of children and staff.

Name of Teacher:	
Signature of Teacher:	
Date:	