



LOCATION	British International School - Hanoi
JOB TITLE	Primary Learning Support Specialist
JOB PURPOSE	To provide creative and stimulating lessons that provide students with the opportunities to learn and gain maximum attainment
REPORTING TO	Primary Headteacher and Deputy Head of Primary
DIRECT REPORTS	Learning Support Teaching Assistant
OTHER KEY RELATIONSHIPS	Primary class teachers, Primary Teaching Assistants, Learning Support Assistant, link with Secondary Learning Support Teacher
KEY RESULT AREA	MEASURES OF PERFORMANCE
Student Attainment and achievement <ul style="list-style-type: none"> To identify the children who need special consideration regarding supporting physical, sensory, social, emotion, communication, or cognitive development To be an advocate for those children and ensure they are given the support they deserve. To work alongside staff to promote high standards of work amongst the students To promote their inclusion within all activities in school. To create high levels of achievement. To maintain a supporting partnership with parents and caregivers. To know the reporting procedures to follow in case of a Child Protection issue 	Student attainment meets or exceeds targets
Teaching <ul style="list-style-type: none"> Plan and prepare for lessons Teach according to the needs of the students in the group Sharing good practice with other colleagues To work closely with class teachers and parents regarding provision mapping of Individual Education Plans for students. Liaise with EAL Dept regarding further support required for students 	The delivery of lessons that are good or outstanding
Assessment <ul style="list-style-type: none"> Provide students with appropriate information that allows them to know where they are and what they need to do to improve Provide assessment data as required by the Department for tracking Provide assessment data as required for whole school reporting and tracking 	Work Scrutiny shows clear progression of students' work and a clear dialogue of feedback
Administration/Development: <ul style="list-style-type: none"> Contacting parents on academic matters, including follow up on reports, parents' conferences etc. Playing a full part in internal and external CPD opportunities including staff meetings 	Parents feel part of the learning process. The teacher plays an active part in a wide range of the life of the school, both in



<ul style="list-style-type: none"> • Liaise with Subject Leader to contribute to an annual requisition. • Be involved in the organisation of Department aspect of special days, festivals, House events, assemblies, public speaking, special focus Weeks etc • Contribute to the provision of subject or Year Group related trips and expeditions • Contribute to Department HUB articles • Maintain good quality display in classrooms and public areas which relate to the children's learning • Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort • Provide occasional cover for absent colleagues • Supervise students on a duty rota • Supervise examinations • Be responsible for personal health and safety and know how to report H&S concerns • Any other reasonable task assigned by the Principal or Head of Secondary 	<p>and out of the classroom</p> <p>The school operates in a safe and organised manner.</p>
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<p>Improved performance Performance appraisal Personal Development Plan</p>
<p>Other</p> <ul style="list-style-type: none"> ▪ Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> 1. Accountable – Establishes a high performing culture and accepts accountability for organisational performance. 2. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction 3. Collaborative – Works collaboratively with others to achieve organisational outcomes 4. Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success 5. Enabling – Drives excellence through valuing and developing others 6. Agile – Achieves personal and organisational success within a changing, dynamic and complex environment 7. Resilient – Demonstrates personal resilience within a demanding environment of high expectations ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ A commitment to safeguarding and promoting the 	<p>Valued member of the team and organisation</p>



welfare of all pupils. ▪ Willingness to undertake appropriate child protection training when required	
PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree plus teaching qualification	Essential
▪ Experience in Learning Support or training	Essential
Experience / Knowledge	
▪ Good working knowledge of the English National Curriculum	Essential
▪ Excellent classroom practice	Essential
▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies	Essential
▪ International Experience	Desirable
▪ Knowledge of LS in the mainstream	Desirable
Skills	
▪ Able to work as part of a team	Essential
▪ High level of IT competence	Essential
▪ Use of Isams/Teams	Desirable
Personal Attributes	
▪ Excellent interpersonal skills	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of Humour	Essential

Other Conditions

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture. All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.