



JOB DESCRIPTION

Dulwich College Shanghai Puxi believes that each employee makes a significant contribution to our success, and that contributions should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary responsibilities but not limit the employee nor Dulwich College Shanghai Puxi to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Reference Number	
Department	Student Services (Primary School)
Job Title	Additional Educational Needs Teacher (Primary School)
Current Level of Classification	NA
Reporting to	Director of Student Services
Key Relationships	Deputy Head of Primary (DUCKs); Nursery Lead Teacher
Duties and Responsibilities	<p>As an Additional Educational Needs teacher within Dulwich, you will serve as an integral part of the student journey to support students with diverse learning needs within inclusive settings. This role is pivotal in supporting students by providing proactive and responsive services, and in engaging all stakeholders to deliver additional education programming and services to ensure extracurricular, academic, personal and social pathway development and entitlement for all students. The additional educational needs teacher acts as a student liaison and advocate, linking to all relevant departments and stakeholders to ensure student success. Working within a cohesive team, you will support and promote an inclusive culture that is focused on growth, purpose, and a sense of belonging as part of the student experience.</p> <p>As a leader of learning in the Primary School, you will provide leadership, direction and management in order to ensure a high quality education for all students. You will be a model of excellence, and support colleagues generously to perform to the best of their ability. You will uphold the school values, and put pupils' wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting, with equality of opportunity for all, and where each child is valued and feels safe and cared for.</p> <p>You may be required to carry out duties not specified as and when requested by the Primary or College Leadership Teams.</p> <p>Responsibilities include:</p> <p>1. Knowing Students and How they Learn</p>

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	<p>Dulwich teachers are expected to have insightful and detailed knowledge of the developmental characteristics and learning needs of the children they teach. They also need to have expertise in meeting the wide range of individual learning and pastoral needs of international school children who come from diverse cultural, linguistic and educational backgrounds.</p> <p>2. Plan for and implement effective learning and teaching</p> <p>Dulwich teachers are expected to have current knowledge of the curriculum in the age range they teach. They set high expectations and challenging developmental and learning goals for their students and use a variety of effective learning and teaching strategies, resources and digital technology to support their students in achieving these goals. They encourage their students to be innovative, imaginative, creative and critical thinkers who are able to work well with others.</p> <p>3. Assess, provide feedback and report on children's learning and development</p> <p>Dulwich teachers are knowledgeable and effective users of assessment for supporting learning. They use a range of data measures and assessment strategies to inform their evaluation of students' progress which enables them to plan for learning and to report accurately and effectively on student progress and to design appropriate intervention and support strategies.</p> <p>4. Develop supportive and safe learning environments</p> <p>Dulwich teachers are committed to safeguarding and to promoting the welfare of children and young people. They ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.</p> <p>5. Contribute to the corporate life of the school through the enrichment programme</p> <p>Dulwich teachers value a holistic education for every child, in order to allow them to explore and find their passions. Whether it's sports, music, languages or even finance, you will have a wealth of opportunities to offer your own additional expertise, and share your own personal passions through our wide enrichment programme</p> <p>6. Demonstrate International-mindedness and Global Citizenship</p>
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Dulwich teachers have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. They recognise the importance of developing our students to be ethical global citizens.

7. Engage Professionally in Learning and with the Community

Dulwich teachers participate actively in professional learning and work collaboratively with colleagues to improve their practice. They hold themselves accountable to the highest professional standards in their interactions with colleagues, students and parents.

Specific responsibilities include:

- Work with Year Group Leader and Deputy Head of DUCKS to plan and implement individual programs of learning and Individual Education Plans, so students are able to overcome barriers to learning
- Giving timely feedback to all stakeholders on the response to learning activities, learning outcomes and impact of programs of learning
- Attend review meetings for parents to discuss progress of individual children in conjunction with the Deputy Head of DUCKS
- Track the progress of children identified as having AEN
- Support effective communication with parents
- Liaise with external agencies
- To provide learning support for pupils in class or in intervention areas, either 1:1 or small groups
- To develop knowledge of the particular needs of the students and seek advice from the class teacher and outside agencies as directed
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. games, visual prompt cards etc
- To make or modify resources as suggested and advised by the class teacher or external specialists
- To be involved in the planning and preparation of the day to day class activities
- To organise and maintain an inclusive learning environment both in the classroom and outside
- Motivate and encourage pupils to have a go at activities they may be unsure of.



	<ul style="list-style-type: none"> • Provide positive encouragement, feedback and praise to reinforce and sustain student's efforts and develop good well-being. • To support students in developing social relationships • To support students with personal care needs such as developing independent toileting and dressing skills. • Facilitate inclusion in small group activities and support interaction • To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with additional educational needs <p>In addition to the duties of class teacher:</p> <ul style="list-style-type: none"> • Attend community events and be an ambassador for the college • Contribute to the induction programme for new staff members • Act with integrity and academic honesty with regards to assessment protocols · Be a high performing practitioner • Constantly seek to improve • Promote excellence in everything we do • Act as a role model of excellence and promote high standards of professional practice • Support the leadership and development of the College
<p>Requirement</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Graduate qualified teacher • Bachelor’s degree in relevant subject area • Master’s degree an advantage • Additional qualification in an area of inclusion or additional educational needs practice (preferred) <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 3 years’ experience in the area for which you are applying • Successful experience in working with students in the age group you are teaching • Demonstrated experience in inspiring students in a stimulating, enabling learning environment • Previous experience in an international school • Experience in teaching EAL students (preferred)



	<ul style="list-style-type: none"> • Experience of developing specific learning programmes, individual educational plans, and learning support • Experience of working effectively with small groups of children with specific and targeted outcomes • Experience of working in a high performing school • Demonstrated experience in using a variety of assessment and feedback techniques • Demonstrated experience in raising achievement and setting aspirational targets <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Ability to analyse student data and promote student achievement • Demonstrated experience of the use of educational ICT to promote learning • Knowledge of integrated approaches to learning with adaptations for specific needs • Understanding of the application of personal communication tools • Knowledge of speech, language and communication development (preferred) • Knowledge of early childhood development (preferred) <p>Professional qualities, attributes, values and characteristics:</p> <ul style="list-style-type: none"> • Commitment to supporting all aspects of our programme including extracurricular activities and contribution to school community • Have a clear educational vision based on evidence and experience • Be absolutely passionate about improving learning and teaching, children, and pedagogy • A determined advocate for Primary School teaching practice • Be pupil focused – students are the at the heart of everything we do • Intrinsically motivated and inspired to create a world class learning environment • Action and outcome focused • Excellent communication and interpersonal skills • Show educational entrepreneurship – solve problems and innovate
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	<ul style="list-style-type: none"> • Professional generosity to develop others • Manage time effectively and prioritise • Rise to challenges and be flexible • Resilience • Culturally respectful • Community minded
Develop supportive and safe learning environments	Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references, as well as due visa and work permit process as required by Chinese law.
Job Description Reviewed	Aug 2023
Approved by (Line Manager)	Signature: _____ Date: _____
Accepted by (Employee)	Signature: _____ Date: _____