



WELLINGTON  
COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

## Job Description: Learning Support Teacher

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with the WCISB ALT Standards, the Staff Handbook and the staff contract.

### 1. Purpose

- 1.1. The post-holder is responsible to the Head of LS for the daily implementation of the specific provisions made to support students with specific learning difficulties.

### 2. General Responsibilities

- 2.1. Working with the Head of LS and teaching colleagues, deliver and, as necessary, design Support programmes and strategies within or alongside the curriculum
- 2.2. Be available to advise colleagues on LS matters
- 2.3. Deliver some elements of INSET concerning aspects of LS to teaching staff and ALTs as appropriate
- 2.4. Maintain and update promptly with new information the LS records, including the LS background information for staff and LS information on the school database.
- 2.5. Meet with parents when appropriate and maintain accurate records of those meetings
- 2.6. When possible or appropriate, receive information in advance about new students with possible specific learning difficulties, and take part in the interview and assessment process.

### 3. Curriculum

- 3.1. Ensure the highest standards of support, putting intervention programmes in place to meet individual needs as necessary before, during and after timetabled school hours.
- 3.2. Co-ordinate and deliver support lessons for students with specific learning difficulties either one-to-one or in small groups
- 3.3. Supply in-class support as appropriate, liaising with Teachers and ALTs
- 3.4. Organise and deliver intervention programmes in liaison with Teachers
- 3.5. Prepare and maintain Individual LS Plans for all staff to access
- 3.6. Liaise with Teachers and ALTs on differentiated teaching and learning, as well as specific strategies, enabling students with specific learning difficulties to access the curriculum and apply their underlying ability
- 3.7. If relevant, meet regularly with any Junior School ALTs who assist in delivery of LS support
- 3.8. Monitor, assess and record the progress of relevant students, providing evidence of the added value generated by all LS interventions
- 3.9. Ensure that every student on the LS register has regular individual meetings to discuss progress; parents must also be involved in regular meetings and updates
- 3.10. Work with the Head of LS on the delivery of study skills sessions and INSET and CPD for staff in relation to LS and relevant differentiation



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#### 4. Other

- 4.1. If appropriate, oversee the work of ALTs and any other staff delivering LS Support
- 4.2. Keep up to date with new research in the field of specific learning difficulties
- 4.3. Attend appropriate training courses as relevant and develop professional relationships with local counterparts
- 4.4. Attend staff meetings, assemblies and functions as appropriate.
- 4.5. Participate in the School's Performance Management and Coaching processes.
- 4.6. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.
- 4.7. This Job Description is not exhaustive and will be subject to periodic review