

LOCATION	The British Vietnamese International School (BVIS) Ho Chi Minh City
JOB TITLE	Secondary: Learning Support Leader
JOB PURPOSE	To support the Secondary Headteacher and leadership team in fulfilling the school's mission statement by delivering a high quality education to children
REPORTING TO	Secondary SLT
DIRECT REPORTS	Learning Support Assistants
OTHER KEY RELATIONSHIPS	Students, families (current or prospective)
PACKAGE	Competitive
SAFER PRACTICES	The British Vietnamese International School, is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.
KEY RESULT AREA	MEASURES OF PERFORMANCE
<p>General Responsibilities</p> <ul style="list-style-type: none"> ● Promote the 'mission' and philosophy of the school ensuring that children are working towards being truly bilingual, international citizens; ● Advise the Secondary Headteacher and Admissions Department about potential new students, carrying out observations and assessments as appropriate. ● Manage the school's LS referral procedure, providing guidance and support to the teachers for the 'Quality First Teaching' stage and carrying out any observations or assessments needed. ● Maintain the LS register and ensure the SEN SIMS pupil profiles and progress data are kept up to date. ● Manage the LS timetable and provision of support, allocating teachers and TAs to support individuals or small groups with in-class or withdrawal sessions as appropriate. ● Ensure effective communication and support within the LS department and provide regular training for members of the department. ● Liaise and lead intervention meetings, as appropriate, with the Secondary Headteacher, Language Support department, KS Coordinators, Heads of Department and class teachers concerning the progress of all LS students. ● Participate in the school's Pupil Progress Cycle, liaising with Language Support and the Secondary Senior Leadership Team. ● Provide relevant, regular feedback to the children on the LS register and their parents, including written reports and parent consultations as part of the school's reporting system. ● Provide guidance for the Secondary Headteacher when areas of concern arise and advise on possible external assessments or specialists such as Educational Psychologist, Occupational Therapist, Speech and Language Therapist and Child Psychotherapist. ● Support the Secondary Headteacher in providing guidance and feedback to parents and coordinate meetings and timetables involving external specialists. ● Collaborate with the Secondary Headteacher to implement the Departure Procedures in the Learning Support Policy for children whose needs can no longer be met by the school. ● Participate fully in the school's Professional Management and CPD arrangements. ● Liaise with the Primary Learning Support Teacher, Primary EAL Coordinator and KS2 Coordinator to ensure smooth transition of information from Key Stage 2 to 3. ● Undertake all professional duties of a teacher as outlined in the BVIS teacher's contract. ● Carry out any duties that the Secondary Headteacher considers reasonable and that are commensurate with the grading and designation of the post. ● Deliver inset to the whole staff on effective strategies to support students on the learning support register ● Offer a teaching subject in the secondary school (on a significantly reduced timetable) ● Take personal responsibility for professional development; ● Communicate effectively the school's narrative, being an ambassador for our school at all times. 	
<p>Quality Learning</p> <ul style="list-style-type: none"> ● Subject Knowledge: outstanding knowledge of subject topics and curriculum; 	

- Effective use of robust EAL strategies, as appropriate;
- Planning: work is well matched to a full range of learners, so that nearly all are suitably challenged;
- Activities: all learners are challenged to develop higher order thinking skills. When appropriate learners are encouraged to explore, inquire, seek clarity, and think critically and imaginatively;
- Time and pace: highly effective and challenging timings allow the lesson to proceed with pace and purpose;
- Resources: Highly effective use of resources, including TAs. All resources are well chosen, utilised and deployed.

Learner Output

- Progress/ learning: all learners make the best possible progress in their learning throughout the lesson. All learners can demonstrate/ apply/ transfer learning in relevant contexts;
- Attitudes: all learners display positive attitudes throughout the entire lesson;
- Engagement: all learners are enthusiastic and display high levels of motivation. Learners are responding well to being stretched, taking risks and using their initiative;
- Initiative: all learners effectively work independently and/ or collaboratively;
- Assessment: all learners can confidently explain their current achievement, in relation to grade & personal learning targets and can describe ways for further improvement.

Feedback, Tracking, Assessment, Recording, Reporting

- Make effective use of formative feedback and summative assessment to plan challenging learning opportunities for all students;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders.

Pastoral Care

- Be the first point of contact and provide pastoral care to class children;
- To take on the role of form tutor to any year group in secondary;
- Maintain a purposeful and safe learning environment for all children;
- Promote the general progress and well-being of individual children and of the class as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Communicate effectively with parents, liaising with other staff as appropriate.

Extra-Curricular Activities

- Support the life of the school beyond the classroom;
- Undertake the planning and organisation of day trips within the subject as required;
- Deliver extra-curricular clubs in line with the school's expectations;
- Support all Key stage events such as productions and assemblies.

Personal Development

- Continual development through the identification and implementation of your own Personal Development Plan

Development Plan to include:

- Continually striving to improve performance;
- Setting and working towards targets with the Head of Science, linked to the school development plan;
- Participating in learning walks, observations and coaching as appropriate.

OTHER

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - for us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little

things right

Promote and embodies the NAE Core 7 Leadership Capabilities

All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.

- 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 welfare of all pupils
- Willingness to undertake appropriate child protection training when required
- Any other appropriate duties as allocated by the Principal or Headteacher

Be a valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
• Qualified to degree level or above plus PGCE/QTS	Essential
• Experience of delivering KS3 English/Maths	Desirable
• Qualifications linked to learning support role	Desirable
Experience	
• Proven track record with at least three years' teaching experience	Essential
• Experience of being part of a highly successful department and school	Highly Desirable
• Good classroom practice and interpersonal skills	Essential
• Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
• Working in partnership with parents	Essential
Skills	
• Excellent oral and written communication skills	Essential
• Experience of leading meetings or INSET sessions	Desirable
• Range of teaching/learning support experience with different age-ranges and English proficiency levels.	Desirable
• Ability to engage children, individually and in groups and enable them to perform highly	Essential
• Evidence of commitment to continuous professional development	Essential
• Confident global citizen or a willingness to become one	Desirable
• Understand the complex and demanding environment of an international school community	Desirable
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Passionate about education and young people	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 and to continued professional development	Essential
▪ Adaptability	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.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staff room and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at www.nordangliaeducation.com/careers

Good luck with your application.

Paul Holyome
Principal