Job Title : Learning Support Teacher

Department : Learning Support

Our Purpose at The Alice Smith School

In 1946, with no schools available for expat children in post-war Malaya, Alice Fairfield-Smith began teaching two children from a spare bedroom in Kuala Lumpur. By Christmas, her class had grown to ten, the beginning of Alice Smith School, one of the pioneers of British overseas schooling and now the oldest International School in Malaysia.

"I was amazed and delighted that it was a happy place, I wanted it to be so and was proud of its reputation for excellence. I believe most firmly that to do your best you must enjoy what you are doing, whether it is sport, learning or work, & enter into what you are doing with enthusiasm."

Eighty years on, that same spirit continues to shape Alice Smith School and our purpose: to spark courageous exploration to inspire a better world.

To build a better world together.

Our purpose is embedded through our community promise and strategic pillars

Our Community Promise

Our Community Promise is a clear set of statements that reflect our shared values in action. It outlines the specific behaviours we expect from all members of our community: parents, carers, staff, and students alike. By embracing these behaviours, we create a positive atmosphere that supports learning, wellbeing, and mutual respect. Please click HERE for more information.

Our People

We are a diverse collective of experts and curious minds, working together to push the boundaries of education to lead learning for an ever-changing world.

Our Students

We encourage students to explore different paths with courage and curiosity, in an environment that empowers them to make an impact as their best self.

Our World

We are a supportive, connected community that innovates, explores and learns together.

Job Scope

The LS teacher will work under the leadership of the Learning Support Leader for Learning Support/MLL to deliver provision for students across the Primary Campus.

The LS teacher will be a key member of the Learning Support team and will work in a team of teachers, specialists and professionals to ensure that the needs of students at KLASS are met.

Review

This job description is subject to annual review, in line with the school's accountability policy.

DUTIES & RESPONSIBILITIES

Expectations

As a specialist the LS teacher will demonstrate that they are an effective teacher, communicator and manager who challenges and supports provision for students across the primary campus through:

- nurturing and caring for students well-being – educating the whole child
- using appropriate assessments to ascertain the gaps in skills, knowledge and aptitude
- designing and delivering personalised learning to meet these identified needs
- carefully tracking progress
- making decisions relating to each of the personalised learning plans for every student in their care
- communicating clearly, concisely, professionally and sensitively to parents, teachers, leaders, teaching assistants and associated professionals as appropriate
- managing their timetable to ensure the best possible provision is given to the students under their care according to need at any given point
- inspiring trust and confidence in all who work with them
- building relationships with and between parents, students and other adults in supportive roles
- engaging and motivating students they work with
- providing one to one support to pupils as needed
- supporting teachers in the planning, delivery and evaluation of the curriculum for students as needed

Responsibilities

The LS teacher reports to the Learning Support Leader on:

- Provision across the primary campus
- The provision map of the LS support for students
- Outcomes of assessment at the beginning and end of support
- Progress made by students
- Outcomes of IEP review meetings
- Outcomes of liaisons with all associated parties relating to IEPs
- Outcomes of the auditing and moderating the IEPs written by teachers
- Outcomes of liaison with schools sending students to KLASS
- Outcomes of liaison with the secondary campus as needed
- Outcomes of liaison with outside agencies / paraprofessionals working in school e.g. School Counsellor, SALT, Occupational Therapist, Education Psychologists etc
- Effectiveness of the referral processes and the early identification of any difficulties
- Effectiveness of the timetable in being able to deliver appropriate support for students
- The professional development needs of teachers, as and when necessary

Main tasks

TEACHING AND LEARNING

- The LS teacher will have concern and commitment towards running a caring, efficient and stimulating provision for the school
- Play a key part in ensuring pupils identified as requiring support make appropriate progress
- Play a key part in raising standards of teaching and learning of the students that they work with
- The teacher must strive to be an excellent practitioner and professional; acquainted with and upholding the philosophies of the school
- There will be a need to recognise the importance of positive relationships with all people involved in the school - especially the students and their parents
- The teacher must work hard to establish proper and effective liaison between the class teachers, outside agencies, pupils and parents
- The teacher will have an excellent knowledge of appropriate learning technologies and the impact they can have on the achievement of students
- The teacher will have excellent personal learning technology skills and will use these to facilitate learning, teaching and the associated administration as appropriate

MANAGEMENT OF STUDENTS' ATTAINMENT AND PROGRESS

- There is an expectation that the teacher will be involved in the administration of assessments for the purpose of admissions
- The teacher will operate within school and department assessment and diagnostic systems to review, monitor and report on student's attainment and progress
- The teacher will complete a provision map that tracks the interventions each of the students they are working with have accessed while at KLASS and the impact these have made on achievement and attainment across all aspects of the curriculum
- The teacher will deliver personalised support to students in class; this may be on a one to one or group basis according to need
- The LS teacher will work on the targets as laid out in the IEP for each student
- The teacher will regularly review these IEPS drawings on input from all associated adults and professionals associated with the student

MANAGEMENT OF STAFF

- The LS teacher has an advisory function within the school - There is an associated responsibly to educate other colleagues and students so the creation of a shared, supportive approach for each student that require support
- Working as a key worker in specific year groups, the teacher will provide feedback on the professional development needs of individual teachers and TAs who work with students
- The teacher will deliver, and support in the delivery of INSET, CPD and staff meetings that brief staff on current thinking and developments in strategies, teaching and methods

FINANCIAL MANAGEMENT

- The teacher will be drawn upon to advise class teachers of the resources needed to deliver the adapted curriculum for students as needed
- The teacher will liaise with the Learning Support Leader for LS/MLL to ensure that the provision is adequately resourced
- The teacher will identify the resources needed to develop and support curriculum strategies for chosen priorities
- The teacher will identify and source resources for any initiatives relating to intervention as appropriate in the best interests of students

MANAGEMENT OF THE REPRESENTATION OF LS WITHIN THE SCHOOL

- The teacher will maintain the highest level of student participation and engagement
- The teacher will ensure that all members of staff and parents are kept informed of the achievement and attainment of relevant students they are supporting

Review:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description will be reviewed annually.
All responsibility points are subject to review at the point of every contract renewal.

This job description should be adhered to in addition to the WS Teacher JD.

The LS teacher will normally have an 80% teaching timetable.

Safe Recruitment Practices:

As a school with a diverse collective of experts, we uphold recruitment protocols that adhere to the highest possible international standards. We conduct thorough pre-employment checks on candidate references and verify qualifications. If you require further information regarding the School's 'Pre-Appointment Checks,' please liaise with our People and Culture representative, as the process may vary for individuals of different nationalities.

We prioritise the careful scrutiny of checks as they are essential in ensuring a safe and secure environment for our students. By maintaining stringent recruitment practices, we aim to provide a nurturing and protected learning environment for all our students.

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 School and school leadership in light of those changing requirements and in consultation with the post holder.

Name of Post Holder:	
Signature of Post Holder:	
Date:	

Name of Line Manager:	
Signature:	
Position:	