

NORTH LONDON COLLEGIATE SCHOOL DUBAI JOB SPECIFICATION

Position/Job Title:	Support Teacher/SEN Teacher
Classification:	Whole School
Reporting to:	The post holder will be responsible in the first instance to the Head of Inclusion (Junior School)
Professional qualifications:	<ul style="list-style-type: none"> Teaching qualification A qualification in SEND, e.g. NASENCO/Masters in SEND (preferable)
Professional experience:	<ul style="list-style-type: none"> Successful experience of teaching at Secondary or Junior School level A successful and strong track record in Inclusion Understanding of the Knowledge and Human Development (KHDA) requirements for SEND (preferable) Knowledge of CEFR, IELTS, TOEFL and IB curricula, their delivery and assessment (preferable) Excellent teaching and learning practice Evidence of continuing professional development, research and training Awareness of current educational developments, initiatives and research relating to inclusion Thorough understanding of managing planning, assessment and record keeping and how these affect optimal pupil progress Thorough understanding of how children learn, safeguarding legislation, and safer working practices. A sound knowledge of major curriculum issues across the IB programmes, and inclusion. Evidence of CPD related to the role A good knowledge of ICT and an understanding of its use to support inclusion and personalised learning. Ability to analyse data to raise attainment of pupils with SEND and EAL students
Personal qualities and skills:	<ul style="list-style-type: none"> Native speaking level of fluency in written and spoken English Ability to cope with the fast pace of life in the School, while placing a premium on close team work, flexibility and good communication skills Willingness to take part in the curriculum development of the School Ability to remain calm, a good sense of humour and the enthusiasm to enjoy the challenges of the role are essential Page 2 of 3 All members of staff are expected to make a contribution to the varied extra-curricular life of the school The ability to integrate technology to produce exciting and academically stretching and knowledge rich lessons
Duties & responsibilities:	<p>As a specialist Teacher, the post-holder will foster a caring atmosphere and show deep commitment to the well-being, social and academic progress of each student in their care. The core responsibilities will include:</p> <p>Support and implement the whole-school strategy for Inclusion, ensuring the School's provision is outstanding</p>

- Observe lessons and review teaching and learning provision
- Work with teachers in a professional partnership to build goals which enhance the provision for students with specific needs
- Regularly review SEND in the classroom to identify and implement strategic goals that will facilitate the creation of exceptional learning experiences for students
- Provide support to teachers in developing and implementing strategies to support students with SEND and EAL students, and in evaluating their effectiveness
- Implement effective strategies to track and monitor the progress of students with SEND, and coordinate interventions where appropriate
- Build and maintain excellent relationships with parents of SEND students
- Liaise with tutors and Heads of House/Phase as appropriate
- Carry out assessments of students' needs, and provide support in the admissions process
- Assist in the identification of SEND students through observation in the classroom, individual screening and assessment of reports
- Provide individual support to students as required, either one-to-one, in small groups, or within the classroom setting
- Maintain a thorough and up-to-date understanding of the current SEND Code of Practice in the UK, the Executive Council Laws and Legislation of the UAE pertaining to education of people with SEND, and ensure compliance with the IB, KHDA, and MoE guidelines
- Be aware of the KDHA inspection framework and work to evaluate practice across the School
- Maintain accurate and up-to-date records
- Assist in the delivery of a programme of CPD for Inclusion
- Champion the 'Every NLCS teacher is a teacher of SEND' agenda and ensure teachers are equipped to support such students
- Ensure regular and time bound monitoring and evaluation processes inform targeted improvement strategies and measures of impact
- Monitor the work produced by SEND students and work with teachers to improve this
- Ensure the timely and accurate completion of forms and reports related to effective provision for SEND students

Accountability and Pastoral Responsibilities

Safeguarding and promoting the welfare of students by:

- Incorporating the school's ethos and values into normal working practice and to be a positive role model to others.
- Possessing a sound knowledge and understanding of and upholding safeguarding procedures and strategies, ensuring that all children in your care or who you come into contact with are safeguarded and appropriately supervised at all times.
- Adhering to the principles and procedures contained in the policies in our safeguarding policy and in teaching and learning policies.

	<ul style="list-style-type: none"> • Being alert to, and reporting appropriately, any behaviour that may indicate that a student is at risk of harm. • Ensuring the health and safety of students and support staff is maintained during all activities, both inside and outside the classroom / school. • Treating all members of the school community, including students, parents, colleagues and visitors with consideration and respect. • Demonstrating a clear understanding of and commitment to non-discriminatory practice. • Report individual student's progress to parents and school personnel through written reports and formal and informal conferences. • Be punctual in meeting all deadlines. • Contribute to curriculum reviews and improvement planning which supports school development and enhances student learning. • Promote and celebrate the attributes of the IB Learner Profile. • Creating a culture of achievement where students wish to do their best and are rewarded for doing so. • Managing behaviour effectively to ensure a good and safe learning environment • Unsatisfactory behaviour is handled effectively as per school policy and procedures. <p>Communication</p> <ul style="list-style-type: none"> • Demonstrating consistently high standards of personal and professional conduct. • Contributing positively to the morale and community spirit in the school. • Attending parents' consultations or meetings throughout the year as required. • Maintaining up-to-date subject knowledge. • Self-evaluating and reviewing teaching methods, materials and scope and sequence. • Participating in the school's Appraisal Cycle and be involved in opportunities for Continued Professional Development, including attending inset, as directed. <p>Additional responsibilities</p> <ul style="list-style-type: none"> • Provide work in the case of own absence. • Undertake extra-curricular activities each term. • Participate in Junior School duties. • Attend, and contribute to, staff meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole. <p>Actively participate in school activities, such as assemblies, plays, concerts, workshops, sports days, trips, visits and charity events.</p>
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abide by the school safeguarding policy and keep abreast of any changes

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.