

LOCATION	Nord Anglia International School Shanghai Pudong
JOB TITLE	Head of Learning Support
JOB PURPOSE	The Head of Learning Support takes responsibility for the day-to-day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.
REPORTING TO	SLT
DIRECT REPORTS	Learning Support Assistants
OTHER KEY RELATIONSHIPS	Principal Heads of School Deputy Heads Teachers Exams Officer Parents Students
PACKAGE	Competitive remuneration and benefits based on experience
KEY RESULT AREA	
<p>Core Objectives of the Post</p> <ul style="list-style-type: none"> ▪ Strategic direction and development of SEN provision ▪ Efficient and effective deployment of staff and resources ▪ Support for admissions with assessment of prospective pupils 	
<p>Duties and Responsibilities</p> <p>SEN Provision</p> <ul style="list-style-type: none"> ▪ Ensure effective systems of communication, including feedback and pupil's learning to inform planning. ▪ Monitoring the quality of SEN support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed. ▪ To maintain the schools SEN register and associated records. <p>Pupil Outcomes:</p> <ul style="list-style-type: none"> ▪ To monitor the achievements, welfare and discipline of students, and to follow up the progress reviews, liaising with the year leaders and parents where appropriate. ▪ To liaise with subject departments particularly regarding transition. ▪ To support SEN provision in Secondary particularly with special arrangements for external examinations. <p>Staff management:</p> <ul style="list-style-type: none"> ▪ To support and train staff in the writing of IEPs. ▪ To disseminate procedural information such as recommendations of the code of practice or the schools SEN policy. ▪ To construct the timetable of SEN provision. <p>Other Professional Responsibilities</p> <ul style="list-style-type: none"> ▪ Attend and support School activities as reasonably requested by the Principal. ▪ Liaise and maintain close communication with other members of staff and, in conjunction with them, to organise trips as necessary, to review text books and other resources, advising the library as appropriate, to maintain records of text books and other resources, to assist with setting/streaming as necessary, to review syllabuses and contribute to the design, evaluation and development of departmental and/or year curriculum, schemes of work and policy. ▪ Cover for absent colleagues when necessary. ▪ Organise the learning environment and learning resources to create a positive learning 	

environment.

- Stay up to date with changes and developments in the structure of the curriculum.
- Take part in school events and activities including at weekends or evenings.
- Liaise with colleagues and work flexibly.

Extra Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

Personal Development

- Continual development through the identification and implementation of your own personal development plan.
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues.

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team.

Promote and adhere to Nord Anglia Education's 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

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher Status	Essential
Experience / Knowledge	
▪ Proven track record with at least five years' teaching experience	Essential
▪ Experience of working with Primary age and Post 16 language learners	Desirable
▪ Experience of teaching the IBDP	Desirable
▪ Demonstrable evidence of innovating and adapting curricular to engage children and enable them to perform highly	Essential
▪ Experience of delivering UK National Curriculum	Desirable
▪ Working in partnership with parents	Essential
▪ Experience of leading a large and diverse team	Essential
▪ Experience of working with non-European languages	Desirable
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Desirable

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China