

## ADDITIONAL LEARNING NEEDS (ALN) INSTRUCTOR JOB DESCRIPTION

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| <b>LOCATION</b>               | Compass International School, Doha  |
| <b>JOB PURPOSE</b>            | <p>ALN Instructors are part of the Additional Learning Needs (ALN) department. They are appointed by the school to manage the day-to-day running of the campus-specific ALN department, under the supervision of the Head of Campus.</p> <p>The ALN Instructor will contribute to the fulfilment of the mission and vision of the company and of the school towards providing excellent international education to all students in the school. In fulfilling the following responsibilities the ALN Instructor will be bound by any policies produced by the company and the school.</p> <p>The ALN Instructor will take responsibility for coordinating ALN at Themaid Campus and for supporting the work of colleagues and policy in that area in order to promote effective teaching and learning for all students. They will develop and implement ALN policies, plans, targets and practices within the context of the school's aims and policies. They will be committed to rigorous self-evaluation and continuous ALN development. They will secure and sustain effective teaching within ALN, evaluate the quality of teaching and standards of students' achievements and set targets for improvement (through Individual Education Plans).</p> <p>The ALN Instructor will work under the guidance of the Head of Campus to implement school policies. They will provide for all those with involvement in the teaching or support of ALN students, the necessary support, challenge, information and development to sustain, motivate and secure improvement in teaching and learning. They will identify appropriate resources for ALN teaching and ensure that these are used efficiently, effectively and safely across the whole school.</p> <p>In addition to the responsibilities described here, the ALN Instructor will perform any other duties and provide any other services necessary for the proper operation of the school and which may be reasonably required by the company and the school.</p> |
| <b>REPORTING TO</b>           | Head of Campus  |
| <b>OTHER KEY RELATIONSHIP</b> | Student, families (current or prospective)  |

| KEY RESULT AREA   | MEASUREMENT OF PERFORMANCE |
|---|----------------------------|
| General school responsibilities   |                            |
| <p>The ALN Instructor, under the guidance of the Head of Campus, will:</p> <ul style="list-style-type: none"> <li>▪ Manage the day-to-day operations of the ALN department at their individual campus, including cover for absences</li> <li>▪ Coordinate and update timetables for ALN staff</li> <li>▪ Observe and support LSAs working with pupils.</li> <li>▪ Hold weekly team meeting with LSAs</li> <li>▪ Perform PDR appraisals with LSAs (campus specific – under Head of Campus supervision)</li> <li>▪ Provide/promote continued professional development, as appropriate, for LSAs or other staff members</li> <li>▪ Meet with teachers regarding provisions, support and IEP target reviews</li> <li>▪ Communicate regularly with parents via email, phone and in person</li> <li>▪ Contribute to the cross-campus ALN department during ALN team meetings</li> <li>▪ Liaise with external service providers and support parents with the process</li> <li>▪ Read and implement recommendations from external agencies</li> <li>▪ Arrange and attend multi-agency meetings</li> <li>▪ Work with finance regarding LSA contracts</li> <li>▪ Assist Head of Campus, Head of ALN and Admissions team with managing the admission of students to the school, as required</li> <li>▪ Assess/screen pupils using basic assessment software or programmes (Dyslexia, Phonics, Working Memory, etc.)</li> <li>▪ Follow the ALN referral process and observe new ALN referrals, then write up reports for ALN records</li> <li>▪ Run booster groups, under the guidance of class teachers</li> <li>▪ Work 1-to-1 with pupils on specialist programmes, (Nessy, Toe-by-Toe, Social Express, Read Write Inc.) to enhance pupils' understanding.</li> <li>▪ Deal with ALN behavioural issues</li> <li>▪ Prepare, use and support others to use appropriate resources (e.g. software, equipment, etc.) to support the learning tasks either within the classroom or during 1-to-1/small group sessions.</li> <li>▪ Manage Individual Education Plans (IEPs) for all children receiving additional support</li> <li>▪ Write review reports and/or letters relating to ALN pupils</li> </ul> |                            |

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| <ul style="list-style-type: none"> <li>▪ Update and maintain an accurate ALN register on iSAMS and the Staff Zone for all children receiving additional support for their learning</li> <li>▪ Document pupil observations and meetings</li> <li>▪ Resource ALN department at individual campus</li> <li>▪ Budget for ALN at individual campus</li> <li>▪ Run a weekly ECA outside of school hours</li> <li>▪ Attend staff meetings, when relevant</li> <li>▪ Be proactive in their own CPD and seek out courses/seminars relevant to the role</li> </ul> <p><b>Extra-curricular; the ALN Instructor will:</b></p> <ul style="list-style-type: none"> <li>▪ Take part in the school’s extra-curricular activities including attending official school meetings and functions outside school hours when necessary</li> </ul> |                        |
| <p><b>Expectations</b></p> <ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents</li> <li>▪ Engage and motivate students</li> <li>▪ Develop the quality of students’ learning</li> <li>▪ Contribute to school improvement/development planning</li> <li>▪ Promote the wider aspirations and values of the school</li> <li>▪ Respect confidentiality regarding individual students and the school as a whole</li> <li>▪ Use initiative to provide high quality support and resources for students</li> </ul>  |                        |
| <b>PERSONAL SPECIFICATIONS – Skills, Knowledge and Experience</b>  |                        |
| <ul style="list-style-type: none"> <li>▪ Educated to Degree level</li> </ul>   | Essential              |
| <ul style="list-style-type: none"> <li>▪ Experience in working with ALN students in inclusive schools</li> </ul>   | Desirable              |
| <ul style="list-style-type: none"> <li>▪ Ability to implement strategies for raising achievement for ALN students</li> </ul>   | Desirable              |
| <ul style="list-style-type: none"> <li>▪ Ability to work collaboratively and cooperatively as a leader and team member</li> </ul>  | Desirable              |
| <ul style="list-style-type: none"> <li>▪ Excellent people skills, motivating, inspiring, resilient.</li> </ul>   | Desirable              |
| <ul style="list-style-type: none"> <li>▪ Outstanding communicator; building trust and confidence with parents and staff</li> </ul>   | Desirable<br>Desirable |
| <b>Personal Attributes</b>   |                        |
| <ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> </ul>  |                        |

- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### Other

- 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 Qatar.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

#### PHILOSOPHY AND VALUES

##### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

##### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

##### **Promotes and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations