

LEARNING SUPPORT TEACHER JOB DESCRIPTION

LOCATION	British International School Ho Chi Minh City
JOB PURPOSE	To provide academic support to students that may need short or long term intervention in order to access the school curriculum successfully To provide emotional/pastoral care to students who may need additional help with behaviour, relationships and emotional resilience.
REPORTING TO	Learning Support Leader, Heads of Campus, Deputy and Assistant head of Campus
DIRECT REPORTS	Learning Support Leader
OTHER KEY RELATIONSHIP	Class Teachers, Year Leaders, Teaching Assistants,

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Engagement and Interaction – School Ambassador to Internal Community	
<ul style="list-style-type: none"> • Participate in department meetings and work closely with LS team and class teachers to plan and deliver lessons • Identify both good practice and areas for improvement in the department and use this information to contribute to the writing of an annual development plan for the subject area, taking into account the identified whole school and campus developments for the year. • Ensure effective communication between yourself and class teachers and TAs and Parents. • In collaboration with the department Leader and class teachers, monitor the carrying out of assessment procedures and moderation of assessment data in the department. • Maintain and ensure the efficient storage of classroom resources. • Identify resource requirements for the department. • Work effectively within the policies and procedures of BIS. • Support the LS Leader and HoC in pupil admission/transition arrangements as required. 	<p>Parents feel part of the learning process.</p> <p>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner</p>
Learning and Teaching	
<ul style="list-style-type: none"> ▪ To promote high standards of work amongst the students ▪ To manage discipline issues that occur in the classroom ▪ To promote the ‘Be Ambitious’ programme 	<ul style="list-style-type: none"> ▪ Students are able to successfully access the age appropriate curriculum

<ul style="list-style-type: none"> ▪ Liaise with class teacher regarding provision mapping of Individual Education Plans for students. ▪ Liaise with EAL regarding additional support required for students ▪ Maintain good quality display in classrooms and public areas which relate to the children’s learning ▪ Provide students with appropriate information that allows them to know where they are and what they need to do to improve ▪ Provide assessment data as required by Subject Leaders and Deputy Head for tracking 	
<p>Planning and Preparation</p>	
<ul style="list-style-type: none"> ▪ Plan interesting, learning focussed lessons ▪ Using whole school and LS assessment to create individual education plans for individuals and small groups, within the LS department. They must be specific and measurable. Regularly review these targets and communicate progress and targets with parents, teachers and pupils. ▪ Teach according to the needs of the students in the class or group, differentiating for varying abilities ▪ Have an ability to integrate technology across all subject areas ▪ Be ambitious and reflective across all aspects of teaching ▪ Sharing good practice with other colleagues ▪ Ensure effective communication with class Teachers and TAs 	<ul style="list-style-type: none"> ▪ The delivery of lessons that are good or outstanding
<p>Professional and Personal Development</p>	
<ul style="list-style-type: none"> • Liaise as required with subject colleagues at each campus to ensure consistent and best practice throughout • Support the organisation of parent meetings as appropriate to the department. • Participate in the organisation of any special events, productions and assemblies as required. • Participate in the organisation of trips for the department. Check risk assessment and policy procedures are carried out. • Ensure all end of year information is passed on from one year group to the next. • Support the department within the school and maintain good quality display in public areas which relates to the children’s learning. • Play a full part in internal and external CPD opportunities including staff meetings 	<ul style="list-style-type: none"> ▪

<ul style="list-style-type: none"> • Liaise with Department Leaders to contribute to an annual Action Plan and requisition • Take into account the identified whole school and campus developments for the year and work as part of the year group to implement any necessary changes and developments identified. • Undertake all professional duties of a teacher as outlined in the BIS Teachers Contract. • Carry out any duties that the HoC considers reasonable, that are commensurate with the grading and designation of the post. 	
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
Qualifications/Training	
<ul style="list-style-type: none"> ▪ Degree plus teaching qualification 	Essential
<ul style="list-style-type: none"> ▪ Specific training in the area of SEN 	Desirable
Experience / Knowledge	
<ul style="list-style-type: none"> ▪ Previous experience working within a Learning Support Department 	Desirable
<ul style="list-style-type: none"> ▪ Good working knowledge of the English National Curriculum 	Essential
<ul style="list-style-type: none"> ▪ Outstanding classroom practice 	Essential
<ul style="list-style-type: none"> ▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies 	Essential
<ul style="list-style-type: none"> ▪ International Experience 	Desirable
<ul style="list-style-type: none"> ▪ Experience of teaching/Knowledge of the IPC (International Primary Curriculum) 	Desirable
<ul style="list-style-type: none"> ▪ Experience of teaching the RWI Phonics scheme 	
<ul style="list-style-type: none"> ▪ Knowledge of EAL in the mainstream 	Desirable
Skills	
<ul style="list-style-type: none"> ▪ Able to work as part of a team 	Essential
<ul style="list-style-type: none"> ▪ High level of IT competence 	Essential
<ul style="list-style-type: none"> ▪ Use of ISAMS 	Desirable
<ul style="list-style-type: none"> ▪ 	Desirable
Personal Attributes	
<ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work ▪ 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 [Location].
- 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.

Promote and embodies *The CORE 7 Leadership Capabilities:*

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

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

Dear Applicant,

Nord Anglia Education is the world’s leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.