

Job Description

Learning Support Teacher

Department:	Primary or Secondary School
Term of Employment:	Initial two-year and subsequent annual Contract. 190 Days
Band:	Teacher
Reporting Accountability:	Principal

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

Safeguarding:

SIS is committed to safeguarding children's and young people's welfare and expects the same from its employees. All new staff employment approval will be subject to two satisfactory employment checks and enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, including an exploration of any gaps in employment. Diversity, Equity and Inclusion are the responsibility of all SIS staff.

Scope of Responsibility:

Every teacher at SIS is responsible for providing a safe and developmentally appropriate environment in accordance with SIS program philosophy, school policies and procedures. The Learning Support Teacher will work collaboratively as part of the Student Support Team (SST), which includes Counsellors, EAL teachers, and other Learning Support teachers. They will develop and implement a comprehensive student support program that provides required social, emotional, behavioural, language and academic support.

Teachers are expected to work 190 days (new teachers, 195), with a minimum of 180 student-contact teaching days. Responsibilities include attendance at school during set hours to teach, supervise and interact with parents, colleagues, and students, as well as curriculum-related workdays, parent meetings, and conferences

Major Duties and Responsibilities:

- provide a physically and emotionally safe environment for children
- collaboratively plan learning programs within the approved curriculum framework with other teachers and administration
- keep accurate, up-to-date records and communicate with parents both formally and informally to discuss the progress
- plan and implement at least two extra-curricular after-school activities (ASA) per school year.
- Case management, tracking at-risk students, keeping appropriate records and offering consultative support or direct services as needed.
- Student Support Plan/Individual Learning Plan development.
- Offer proactive developmental support as schedule and time permits.
- Provide one-on-one or small-group academic support.
- Actively participate in the Student Support Team (SST).
- Participate in the admissions processes when requested.
- Facilitate parent and staff learning.
- Organize referrals for evaluation and coordination with outside providers.
- Crisis management when required.
- Additional duties when requested by the principal
- Develop understanding and support the implementation of Diversity, Equity, Inclusion, Justice and Belonging (DEIJ&B) initiatives and related matters.

Required Qualifications, Skills, Experience and Attributes:

- Professional teacher certification for the relevant area of the school.
- Learning Support and counselling qualifications. At least two years of related working experience.

This position description is designed to outline primary duties, qualifications, and job scope but not limit the employee nor SIS to only the work identified.

Domains of Performance

TEACHING AND LEARNING:

- Knows students' developmental levels and understands how they affect learning
- Differentiates instruction to meet student's needs
- Uses a variety of effective instructional strategies and resources
- Knows the content, how to select it and teach it
- Provides feedback to students

- Makes consistent and comparable judgements
- Interpret student data
- Reports on student achievement
- Manages student behaviour effectively
- Uses effective classroom communication
- Uses a variety of methods to assess student learning
- Embraces student diversity
- Provides a respectful, positive, safe, and collaborative learning environment
- Integrates technology to improve teaching and learning

BEYOND THE CLASSROOM:

- Collaborates with colleagues to support teaching and learning
- Seeks and responds to feedback in support of student learning
- Engages with parents to support student learning
- Maintains high professional standards and is responsible and reliable
- Contributes to extra-curricular activities
- Shows flexibility and adaptability to new situations
- Maintains a positive attitude

PROFESSIONALISM:

- Supports schoolwide initiatives and activities
- Demonstrates respect and understanding for school policies and procedures
- Engages in professional development and improves practice
- Becomes involved in schoolwide decision making and school improvement process