

## Job Description - Learning Support Teacher

### Job Purpose

To provide a high quality teaching and learning environment based upon a Biblical World View principles that facilitate whole child development where teachers seek by personal example, to inspire students in Christian faith and living in the school community.

### Responsible To

The position holder reports directly to the Principal (or delegate) who reports directly to the Executive Director of Generations Christian Education.

### Key Duties

#### Responsibilities:

To ensure that the program of education at the Primary School:

- Builds solid foundations of God's love through a Biblical world view curriculum that enables students to follow Jesus Christ and know His word.
- Is in accordance with the requirements of the Education Bureau in Hong Kong and other relevant government departments.
- Promotes equality as an integral part of the role and to treat everyone with fairness and dignity.

### Planning & Teaching:

- To provide programs, direct instructions and support to students with learning support needs under the direction of the Learning Support Coordinator (LSCo).
- To plan opportunities to develop social, emotional and cultural aspects of student's learning with the LSCo and Learning Support Team.
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to children's learning, and which is regularly reviewed and continually developed.
- To work collaboratively with classroom teachers through observations and strategy development, in order to meet the needs of individual students.
- To communicate, update and consult with staff and parents regarding relevant learning support topics.
- To create I.E.Ps and carry out activities/programs based on I.E.Ps.
- To ensure that Generations and school policies are reflected in daily practice.
- To stay up to date with changes and developments in the structure of the curriculum.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.
- To work to remove barriers to underachievement for all students, particularly those with learning support needs.

- To liaise with outside agencies when appropriate eg. Learning Support Coordinator, Educational Psychologist.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To maintain behaviour of a high standard following Generations Christian Education policy, safeguarding children's health and safety.

### **Assessment & Reporting:**

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal and Learning Support Coordinator.
- To prepare appropriate records for the transfer of students.
- To mark work to facilitate positive student development.
- To deliver effective communication to parents and stakeholders on school programs, student achievements, placements and behaviour.

### **Community:**

- To stimulate, foster and enhance a sense of community amongst staff, parents and students that encourages them to support the Vision and Mission of the School.
- To promote high quality relationships with all stakeholders.
- To build up community relations and school collaboration.

### **Extra-Curricular Duties:**

- To take part in school events and activities which may take place at weekends or in the evening (within the reasonable request of school Principal).
- To participate in staff meetings as required.
- To supervise students during classes and at other times in the school day, including in the playground and dinner hall during breaks, at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions.
- To lead or supervise an after school club as part of the schools extra-curricular programme (as included in school contract).
- To liaise with colleagues and work flexibly, particularly in smaller schools (this might include covering staff sickness by taking responsibility for a 'class-split').

### **Strategic Plan:**

- To implement and support learning support curriculum development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

**Administration:**

- To administer and implement the policies of Generations Christian Education.
- To maintain appropriate documentation for the performance, evaluation and management of all students in your class.
- To continue professional development, maintaining a portfolio of training undertaken.

**Risk Management:**

- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To ensure all children and staff are safe and secure, informing the Principal of any issues.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy, laws of Hong Kong and any school-specific procedures / rules that apply to this role.

**Other:**

- Other related duties as requested by the Principal or their delegate.