JOB DESCRIPTION

Learning Support Co-ordinator

Job Purpose

The Learning Support Co-ordinator serves Generations Christian Education (GCE) supporting the implementation of its vision for Christian Education in Hong Kong.

Responsible To

All Staff are responsible to the Executive Director
Line management is provided by the School Principal, and functions through regular meetings, School Management Team meetings and Performance Management.

Key duties

Responsibilities:

Department Management
To develop and manage a Learning Support department concomitant with the development of the school and provide support and training for staff members.

Management of Learning Support within school

1 To promote, support staff with and implement the Generations Learning Support policy and associated procedures.
2 Support staff in identify the specific needs of children who are struggling and developing a programme of support.
3 Monitor the implementation of class-based support.
4 Develop Individual Education Programmes for children with Special Educational Needs, and monitor their progress against targeting achievement.
5 Direct and supervise the work of Learning Support Teachers/Assistants, providing line management and assisting the Principal in providing Performance Management for LSAs.
6 Provide training and support for all staff, promoting best practice in all areas of teaching and learning in order to enable class teachers to support all children in their class.

7 Support the Principal in developing English as a Second Language provision as appropriate.

8 Support the Principal in providing pastoral care and developing Mentoring for Learning programmes which support children in overcoming barriers to achievement.

Liaison with families and external agencies

1 Provide advice and support to, and liaise with families of children with Learning Support in developing a partnership with school in educating their children.

2 Liaise with external agencies supporting and assessing children with learning support needs.

Fees Management

1 Support the Principal and Generations in setting Learning Support fees and managing relationships with families.

2 Support the process of identifying and pursuing debts throughout the school.