



Position Title	Learning Enrichment / Learning Support	Date: May 2017
Function/Department	Secondary School	Location: Singapore
Manager Name & Title	Head of Department	
Position Type	Fixed Term	
Position Status	Full Time	

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Objective

The Learning Enrichment Teacher partners with parents, class teachers, specialist staff and members of the administration to enable students to realise their potential through exceptional opportunities. This occurs within the context of a nurturing community that operates from an acceptance and appreciation of differences. AIS is an inclusive community and the Learning Enrichment Department assists in the provision of a differentiated learning program that aims to meet the needs of the individual and reflect students' abilities and learning style.

Specific Responsibilities

The Learning Enrichment Teacher participates through a range of professional roles in the effective development of educational programs based on:

- the diverse needs of students
- the centrality of the classroom teacher as the coordinator of students' teaching and learning needs
- a knowledge of teaching and learning principles and practices that enable students to access the curriculum
- genuine consultation with the student, carer or other about the impact of the student's ability to access the curriculum and achieve learning outcomes
- an understanding of the organisational structures and processes required to engage students in learning.

Duties undertaken within the role include, but are not limited to:

- Demonstrated knowledge of current practice, trends and research within the area of Inclusive Education
- Effective communication and follow up with Parents/care-givers/Teacher/Student
- Plan and assist with the design, implementation, monitoring and evaluation of appropriate programs to meet identified needs of students in collaboration with staff, parents/care-givers and students
- Offer individual, small group and/or in class support for support for students requiring educational adjustments.
- Participation and/or leadership of professional development within the area of Inclusive Education
- Consultation with classroom teachers concerning curriculum implementation and differentiated instruction
- Diagnostic and prescriptive teaching for students experiencing difficulties in learning
- On-Monitoring and assessing identified students (norm-referenced, curriculum-based, work samples, observations and task analysis)
- Maintenance of records which contribute to placement and programming decisions
- Interpretation of formal and informal assessments for classroom teachers, parents/care-givers and students
- Scheduling and programing for small group interventions
- Demonstration of ability to communicate and cooperate effectively with colleagues, other professionals, students and parents
- Referral, liaison and consultation with colleagues, parents and outside providers



- Provision of alternative or modified materials and instructional strategies
- Modeling and teaching of organisational skills and effective work habits
- Establishment and maintenance of rapport with students, promoting self-advocacy and personal ownership of learning
- Assist with the organization of examination accommodations/curriculum adjustments
- Ability to work within the curriculum framework at AIS
- Specific knowledge in a specific subject area would be of benefit

Cocurricular

- Undertake Yard Duty as required by the Daily Operations Manger
- Undertake lesson covers as required by the Daily Operations Manager
- Attend all Secondary School Assemblies
- Attend all Secondary School House events
- Attend Secondary School Presentation Day
- Take part in the School's CCA programme as required by the CCA Coordinator and/or the Director of Sport
- Maintain and ambassadorial role for AIS within the community
- Undertake a position as Home Group Teacher as required
- Attend Year Level Camps as required

Administration

- Maintain appropriate records for student assessment and behaviour
- Maintain appropriate records of meetings with parents – including parent/teacher interviews, phone calls and face to face meetings
- Keep senior staff appraised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date
- Prepare lesson plans that are in line with teaching programme and curricular objectives
- Attend Presentation Evenings as required by the Head of Secondary School
- Attended timetabled departmental meetings
- Attend weekly Secondary School Briefing
- Attend timetabled Secondary School meetings
- Maintain student attendance records for each class
- Maintain effective communication
- Complete student reports each term

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Experience in an International School environment would be a distinct advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community



Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Post-Graduate Teaching Diploma / University Qualification or a Bachelor of Education
- A minimum of 3 years Full Time teaching experience in a recognised educational institution ideal, however graduates may be considered

Contacts

- Students, Heads of Year, Heads of Department, Program Coordinators, Parents, Homestay coordinator

Working Conditions

- Official working hours 8am to 4pm or as required
- Occasional weekend or evening work including department meetings or professional development

Terms of Employment

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- Full Time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment