

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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 Title	Elementary Learning Enrichment Teacher	Reference: January 2024
Function/Department	Elementary	Location: AIS
Manager Title	Head of Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

- The Learning Enrichment Teacher participates through a range of professional roles in the effective development of educational programs.

Responsibilities

- 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 structure 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/ Caregivers/ Teachers/ 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/ caregivers and students.
- Plan and coordinate individual support for small groups and/ or in-class 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.
- Diagnostic and prescriptive teaching for students experiencing difficulties in learning.
- Consistently monitor 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/ caregivers and students.
- Communicate and cooperate effectively with colleagues, other professionals, students and parents.
- Act as point of liaison for referral, consultation with colleagues, parents and external providers.

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.



- Provision of alternative or modified materials and instructional strategies.
- Modelling and teaching of organizational skills and effective work habits.
- Establish and maintain rapport with students, promoting self-advocacy and personal ownership of learning.
- Assist with the organization of examination accommodations/ curriculum adjustments.

It is your responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come 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, they 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 working with students with additional needs.
- 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

- A minimum four-year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- Appropriate post graduate qualifications in Special Education
- A minimum of 5 years FT teaching experience in a similar role in a recognised educational institution.

Contacts

- Students, Classroom Teachers, Teacher Assistants, Heads of Department, Program Coordinators, Parents.

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

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- 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

I confirm I have read, understood and accept this Job Description as a guide to my position and with meeting the responsibilities it carries.

Signed:.....
NAME

Date:.....

Signed:.....
Manager:

Date:.....