

UNIS Hanoi - Position Description

Division: Elementary School (ES)
Position: Elementary School Learning Support Teacher
Reports to: ES Principal

Duties and Responsibilities

- Advocate for students, their individual learning styles and their right to learn in a meaningful and respectful environment.
- Provide students with an opportunity to meet their potential, to be challenged and to experience success.
- Be an active member of the Student Success Team (SST) and liaise on a regular basis with colleagues to support the smooth running of the department.
- Commit to a collaborative, team approach, working closely with homeroom teachers and specialists. This may include direct ES classroom instruction, leading small group instruction, co-planning and co-teaching.
- Promote and support differentiation in the classrooms. Work closely with teachers to create and support accommodation plans when needed.
- Establish effective relationships with parents for the benefit of their children, ensuring appropriate communication and support.
- Offer high quality and appropriate teaching support to all children receiving Learning Support.
- Develop and utilise technology to enhance pupils' learning appropriately.
- Guide and support the work of the Learning Support Teaching Assistants and one-to-one assistants in conjunction with the appropriate class and subject teachers.
- Ensure that students are identified effectively through appropriate diagnostic and formative assessment and are referred for learning support according to the UNIS pre-referral and referral system.
- Develop and implement appropriate intervention, learning and education plans for individuals and groups of students in conjunction with teachers, parents and students, as appropriate.
- Assess, monitor, evaluate and report the progress of students in receipt of learning support in accordance with the School Assessment Policy.
- Effective use of assessment and reporting across the school in order to improve tracking and target setting.
- Follow, contribute and further develop the current Student Success Team guidelines in accordance with international best practices.
- Contribute to the overall ethos of the school and the promotion of lifelong learners. This might include occasional in-service programs to teachers and parents and liaising with other International Schools and networks.
- Take an active role with Elementary School special events, staff meetings and workshops.

Qualifications and Experience

- University degree in Education
- University degree, post-graduate diploma or certification in Special Education
- At least 5 years relevant experience
- Experience with early intervention practices and assessments
- Experience with MTSS (desirable)