

Tsukuba International School



Job Description of Learning Support Teacher (Middle and High School)

The role of **Learning Support Teacher (Middle and High School)** is to provide specialist support and guidance to students, parents and teachers, and to aid in the development of school systems policies and practices, to ensure that our school provides an inclusive and supportive environment for all students, particularly those with additional learning needs (ALN). The learning support teacher will work closely with the school counsellor, the learning support coordinator, and programme coordinators (PYP, MYP, DP), and collaborate with staff, students, and families to foster a culture of respect and inclusion, aligning with our school's guiding statements.

The learning support teacher reports to the learning support coordinator.

Responsibilities:

School Guiding Statements

- Understand the philosophy of the school and work to uphold the school's guiding statements (mission, vision, school-wide learning objectives, definition of international-mindedness, pledge of non-discrimination, policies).
- Understand and act in accordance with school policies and procedures. Stay up-to-date with all school policies and actively contribute to the development of policies and practices concerning learning support, diversity, inclusion, and equity.
- Ensure that learning support strategies are aligned with the school's vision, mission, and values.
- Pledge to protect all children in the care of the school.

Teaching and Learning

- Assist in identifying students with additional learning needs (ALN) by analysing a range of data including assessments, observations, teacher and parent conferences, and student data. Support and guide teachers in the early identification of student concerns.
- Offer guidance and advice to teaching staff on effective strategies to support learners with additional needs, including the use of assistive technology and other digital tools.
- Provide direct support to students with additional needs, tailoring strategies to individual requirements.

- Assist students with transitions, such as grade progression, to ensure continuity in learning support and to minimise distress.
- Collaborate with MYP and DP Coordinators to determine and apply for exam access arrangements for eligible students.

School Culture

- Foster strong relationships with families, providing them with regular updates and support strategies.
- Develop and promote a culture of inclusion and respect within the school community, including promotion of the concept of neurodiversity
- Advocate for students with additional needs through presentations and educational sessions for members of the school community, including students, parents and staff. Develop and lead workshops or training sessions for staff and parents. Promote the rights and needs of students with additional needs in all school forums and decision-making processes.
- Represent the school in professional networks focused on learning support and inclusion, such as SENIA and the Japan Learning Support Network.
- Display a high level of cultural sensitivity, especially around discussions with parents and students related to additional needs, and cater for the diverse needs of students from different backgrounds.
- Provide advice and support to students, parents, staff and school leadership in crisis situations or when students are facing significant challenges.
- Actively participate in and contribute to all-school events and activities, such as sports days and house league.
- Arrive promptly to school, to classes, and to meetings.

Operations

- Ensure the well-being and safety of all students.
- Assist in the development and operation of systems for identifying and tracking students with additional learning needs.
- Maintain comprehensive and confidential records of students' learning plans and progress. Create and maintain individual Learning Support Plans (LSP) in collaboration with students, families and teachers.
- Facilitate smooth transitions for students with additional needs by ensuring effective communication and information sharing.
- Identify school and community resources for assisting students and maintain an up-to-date list of those resources, making them available to school teams and to families
- Provide support to the admissions process through application review, observations and recommendations, as needed
- Collaborate with external agencies and specialists as needed to provide comprehensive support to students.
- Participate in programme meetings and student support meetings to represent the learning support perspective. Attend weekly and monthly collaborative meetings and staff meetings.

Faculty and Staff

- Engage in ongoing professional development to stay current with best practices in learning support and inclusion.
- Support colleagues in developing their understanding and skills in catering to neurodiverse students and fostering an inclusive classroom environment.

Qualifications:

Required:

- Bachelor's degree in Education, Special Education, Psychology, or a related field.
- A valid teaching qualification

Advantageous:

- Additional certification and/or extensive experience in special education, learning support, and/or administration of diagnostic assessments