

Job Description

Job title/Position: Learner Support Coordinator (G2-3)

Division: Learner Support - Primary School

Direct Supervisor: Learner Support Director

Position Overview: The Learner Support Coordinator (LSC) for grades 2 to 3, will lead and support faculty, students and parents through Learner Support programmes. Primary responsibilities will be aligned with the HKA Mission and school-wide strategic plan. The Director of Learner Support will outline other priorities. The LSC will be responsible for directly supervising the teachers who are in Grade 2-3 Classrooms. The LSC supports and contributes to the enrolment process where his/her specific expertise is needed. S/he may provide direct instruction, evaluation, educational planning for students with additional needs under the direction of the Director of Learner Support. He/She adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community. The LSC is both a child advocate and a parent liaison.

Qualifications and Experience: The Learner Support Coordinator should have:

- K-12 license in special education and a Master's degree including one or more certifications in: Specific Learning Difficulties, English Language Support, Early Childhood Education
- 5-7 years experience in working with a variety of additional needs, and at least 2 years of overseas experience
- Experience as a teacher and a leader
- Experience establishing and developing collaboration within a LS department and throughout the school
- A clear understanding of Primary School pedagogy

Preferred Qualifications and Experience

- At least 2-3 years of experiences in a leadership role
- Expertise in exceptionally able (gifted and talented) students
- Experience working with curriculum committees and/or implementation of curriculum
- Experience with the Primary Years Programme (PYP)
- Recent and relevant professional development in the field of special education, inquiry-based learning, differentiation in mainstream classrooms and inclusion
- A background in building inclusive learner support programs
- Proven experience in promoting accountability and shared responsibility

General Responsibilities

The LSC will be responsible for:

- Supporting and guiding the learner support process
- Provide relevant whole group and small group professional development for whole staff and Learner Support staff as appropriate
- Provide professional development and coaching for staff in the areas of student support and intervention

- Providing and/or coordinating programmes for students with a range of learning profiles
- Establish programmes of support for students with a range of learning profiles, including English Language Learners and students with exceptional abilities
- Mentor and supervise instruction provided by all teachers for students with a range of learning profiles
- Coaching, consulting and evaluating teachers through observations, strategy development, and modelling instruction when appropriate
- Providing support to, and supervising, Co-Teachers
- Supporting staff in the crafting of Individualised Learning Plans
- Maintaining a caseload of students
- Attending and participating in the Learner Enhancement Team process to meet the needs of individual students
- Providing support, information, and consulting with HKA community regarding information and strategies relating to learning differences
- Contribute to wider community events (e.g. NFI, Senia school fairs, etc)
- Working closely with the Primary School Principal, Assistant Principal, and the Learner Support Director
- Providing support to Admissions through application review, observations, and recommendations, including site visits
- Communicating and liaising on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, and classroom expectations and routines
- Participating in and assisting with school events as required
- Work closely with and provide ongoing support to the in-house Occupational and Speech and Language Therapists.
- Guide and support the implementation of our Multi-Tiered System of Support (MTSS)
- Direct oversight of the assessment and documentation for student plans, data collection and reporting
- Participate in the Primary School Leadership Team
- Other tasks as assigned by Supervisor

School Hours

7:30 a.m. to 3:30 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. - 4:45 p.m.

Contact: recruitment@hkacademy.edu.hk

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