

## Job Description

Job Title/Position: Secondary School Learner Support Teacher

Division: Learner Support - Secondary

Direct Supervisor: Student Support Services Director

---

### Position Overview

Hong Kong Academy is a leader in inclusive education and places emphasis on diversity, inclusion, and pathways to individual excellence. The Secondary School Learner Support Teacher facilitates Hong Kong Academy's Learner Support Process and provides direct instruction for a caseload of students with a range of learning styles, differences, and mathematical challenges under the direction of the Student Support Services Director. 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.

### Qualifications, Experience, and Mindset

The Secondary School Learner Support Teacher should have:

- Current teaching certification appropriate to Secondary School and Learner Support
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Master's Degree
- A strong belief in, and commitment to delivering, the school's mission and vision
- A positive, collaborative attitude and approach
- A solid understanding of and desire to work with secondary school students

Preferred Skills and Experience:

- Experience and understanding of the IBMYP and IBDP programme and how to differentiate these programmes for a range of learners. Experience with the ASDAN curriculum would be beneficial
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IBMYP, IBDP, and learner support training
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning
- Ability and experience in co-teaching and co-assessing with relevant subject teachers
- Ability and experience in building capacity in the wider faculty to support students who need additional support with mathematics
- Ability and experience in building capacity in the wider faculty to support students who need additional support with the sciences

## **Responsibilities and Expectations**

The Secondary School Learner Support Teacher will be responsible for the effective learning of students. The list below provides an overview of key responsibilities and expectations.

### **Embody and nurture HKA's mission, vision, and values**

- Create inclusive environments characterised by mutual benefit for all community members
- Support in student learning activities beyond the classroom
- Participate in and assist with school events as required
- Mentor students and facilitate learning experiences as part of the advisory programme and Flex

### **Model and promote the skills and attitudes of an internationally minded person**

- Take an active role in pastoral care and behavioural management of students (including assisting in supervising student breaks)
- Provide authentic experiences in which learners might become responsible members of local, national and global communities

### **Contribute to the curriculum cycle**

- Utilise the frameworks of the IBMYP and IBDP
- Embed multiple entry points for a range of learners into all three components of the curriculum (written, assessed, and taught curriculum)
- Use inquiry as a pedagogical framework for teaching and learning

### **Use assessment and feedback to improve teaching and learning**

- Determine the extent to which learning outcomes are on the way to being achieved based on the IBMYP and IBDP frameworks, and school assessment policy
- Utilise assessment strategies to guide learners in their continual growth
- Create and implement modifications and accommodations for a diverse range of learners
- Make ongoing adjustments to the design of the learning experiences
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Create, deliver, and evaluate comprehensive Individualised Learning Plans

### **Evaluate and apply relevant research based strategies in a diverse and inclusive setting**

- Promote innovative and creative approaches to thinking and learning
- Differentiate instruction so as to customise and personalise learning activities to address students' diverse learning strengths and needs
- Collect and use data to draw conclusions about what will best support learning

### **Create a culture of thinking**

- Craft meaningful experiences in which learners can take ownership of their own learning and understanding

- Structure interactions to show respect for one another and value everyone's contributions in the spirit of the ongoing inquiry

#### **Collaborating with all members of the learning community**

- Collaborate and communicate with fellow team members in order to have productive dialogue and share in decision making
- Establish partnerships with parents so that they are well informed about student progress and work together to support student growth

#### **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](mailto:recruitment@hkacademy.edu.hk)

November 2023