

## Job Description

Job Title/Position: Secondary School Inclusion and Enrichment Teacher

Division: Student Support Services Team - 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 Inclusion and Enrichment Teacher supports teachers in providing the appropriate balance of challenge and support for all students, including those that are identified as exceptionally able. The Secondary School Inclusion and Enrichment Teacher also works directly with students with a wide range of learning differences.

### Qualifications, Experience, and Mindset

The Learning Enrichment and Enhancement Teacher should have:

- A strong belief in, and commitment to delivering, the school's mission and vision
- A solid understanding of and desire to work with secondary school students
- A positive, collaborative attitude and approach
- A background in instructional coaching
- Proven experience in supporting highly able learners
- A deep understanding of the UDL Framework
- Teaching certification appropriate to Secondary School and Learner Support / Inclusion / Supporting exceptional learners
- A minimum of an undergraduate degree in the area of expertise required
- Comfort in delivering exceptional parent education

Preferred Skills and Experience:

- Experience and understanding of the IBMYP and IBDP programme and how to apply the UDL framework to these programmes for a range of learners
- Experience in curriculum and assessment development
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning
- Experience in co-teaching and co-assessing with relevant subject teachers
- A desire to become involved in the school's co-curricular program
- A Master's Degree or higher in this area of expertise

### Responsibilities and Expectations

The Learning Enrichment and Enhancement 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
- 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 to 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**

7:30am to 3:30pm Monday to Thursday; 7:30am to 3:15pm Fridays. Classes meet 7:50am to 3:10pm. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30pm to 4:45pm.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

September 2025