



Job Description

Primary Leader of Learning: Learning Support

School:	Primary
Allowance Group:	C
Teaching Allocation:	60-65% of contact periods
Reports to:	Senior Teacher for Student Support and Inclusion
Direct Reports:	Learning Support team members; Assistant Leader of Learning Support

Role and Position in the Organisation

To provide professional leadership and management of the Primary Learning Support Team in order to secure high quality provision for students with individual learning needs across the Primary School

- The Leader of LS leads the team of LS teachers and any additional staff e.g. the Speech and Language Therapist and One to One support adults
- The Leader of LS is a member of the Primary School Curriculum Leadership Team
- The Leader of LS works in close partnership with the Head of Faculty for LS in the Secondary School and to ensure continuity of provision.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching - the Primary Leader of Learning, Learning Support will:

- provide direct and indirect support to individuals, groups and classes for students requiring support and challenge for their individual learning needs.
- oversee and monitor the LS register
- coordinate regular reviews of student attainment and progress.
- meet with class teachers to support with setting targets, and develop strategies that provide support and challenge for students
- monitor the completion and management of Individual Learning Plans for students
- ensure appropriate records are kept and
- support the administration of assessments
- track and analyse data to evaluate outcomes for students receiving support
- analyse and evaluate the impact of the team's practice across the Primary school
- support curriculum development across the subjects with specific reference to students receiving support



- support the extra-curricular and residential programme;
- assist the Principal and PLT with the process of monitoring the standards of teaching and learning within the LS team.

Strategic Area 2 - Professional - the Primary Leader of Learning, Learning Support will:

- ensure that there is efficient and effective line management and appraisal of individual members of the LS staff following the school's Performance Management.
- utilise team meetings to develop the professional practice of the team
- co-ordinate opportunities for members of staff to observe colleagues teaching students with individual learning needs across the Primary School
- commit to an ongoing programme of Continued Professional Learning (CPL), both formally and informally;
- provide advice in the recruitment of LS staff and to assist with their induction;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid and English as an Additional Language (EAL)
- assist with or lead CPL opportunities for members of the Primary and/ or Secondary staff.

Strategic Area 3 - Culture and Communication – the Primary Leader of Learning, Learning Support will:

- disseminate and coordinate information, reports, resources, documentation;
- ensure effective liaison with members of staff including PLT, the Senior Teacher for Student Support and Inclusion, Leaders of Learning and Welfare, Leaders of Learning and Curriculum, Assistant Leaders of Learning regarding all issues related to learning support, Leader of EAL
- ensure effective liaison and transition with outside agencies and with members of the LS Faculty in Secondary
- ensure exemplary standards of behaviour and personal responsibility.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning - the Primary Leader of Learning, Learning Support will:

- take an overview of the learning support programmes and procedures in place and be accountable for the quality of provision;
- ascertain the priorities for development within the LS Department and to set and evaluate annual targets in line with the Primary and whole school Development Plan;
- lead the LS Team to ensure programmes and staffing are effectively planned, ensuring effective support and provision for students on the LS register
- monitor and evaluate the effectiveness of planned interventions
- Develop LS policies in line with agreed school priorities
- understand and adhere to the Student Safeguarding Policy, Code of Conduct and methods of reporting a concern.



Strategic Area 2 - Finance and Resources - the Primary Leader of Learning, Learning Support will:

- submit an annual budget forecast based on the requirements of the LS Development Plan and known expenditure requirements;
- manage an annual budget: submitting orders (having considered best value), ensuring efficient stock control and maintaining appropriate records;
- ensure that resources are appropriately stored maintained and deployed.

Strategic Area 3 – Admissions - the Primary Leader of Learning, Learning Support will:

- provide advice to the Principal regarding the admission of new students with learning support needs in accordance with the school's Admissions Policy
- coordinate the admissions assessments for students who may require support and challenge
- assist with the transition of students into, within, and beyond the school.

Strategic Area 4 – Health and Safety - the Primary Leader of Learning, Learning Support will:

- ensure that teachers are aware and adhere to relevant Health and Safety policies;
- ensure that LS staff are aware of evacuation/lockdown procedures
- advise the Principal of any Health and Safety concerns and suggestions to improve the teaching environment
- safeguard students against all foreseen risks.

Strategic Area 5 – Facilities - the Primary Leader of Learning, Learning Support will:

- work with the learning support team in planning the use of facilities;
- communicate the learning support perspective as regards facility use and facility improvement and expansion.

Primary Leader of Learning, Learning Support: Safeguarding Responsibility

Bangkok Patana School is committed to keeping students protected, safe and secure.

Key safeguarding responsibility:

To support the Designated Safeguarding Lead by providing guidance and direction to staff in line with the Patana Safeguarding Policy and Staff Code of Conduct.

Responsibilities

- To ensure that staff in your team know how to respond to an initial disclosure, who to inform, and how to record the information.



- To make safeguarding a regular item on team agendas, including reminders to delete student images from any personal devices.
- To keep staff informed about any changes to policies and procedures.
- To make Safeguarding procedures and disclosure forms accessible to staff in shared areas and staff rooms.
- To liaise with the Trip Organiser re Staff, Student and Hotel/Resort Codes of Conduct and Guidelines for Hotels and Resorts when planning for Trips which require overnight provision.

For roles which involve student changing facilities or one to one instruction

- To ensure that one to one support adults know how to respond to an initial disclosure, who to inform, and how to record the information.
- To help parents, nannies and other visitors understand our Safeguarding requirements.
- To ensure one to one support adults have up- to date police and medical checks

These duties will be developed into short and longer-term targets in consultation with the post holder.



Bangkok Patana School
The British International School in Thailand
Established 1957

Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and confident
communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.