

Xi'an Liangjiatan International School Job Description

Position: Enhanced Learning Teacher

Department: Student Wellbeing and Dormitory

Supervisor: Director of Student Wellbeing and Dormitory

XLIS Mission

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

XLIS Vision

To lead education through innovation and a student-centered, community-driven approach.

Main Responsibilities:

1. Objectives

- Develop, implement, and manage the whole school SEN program in collaboration with the SLT / SMT
- Support students who may be physically disabled, sensory impaired, have speech and language difficulties, are within the autism spectrum, are emotionally vulnerable, or have a combination of these challenges.
- The Enhanced Learning specialist may also support gifted students.
- Support students of concern in their personal, emotional, and social development such as the development of social skills, organization and time management, emotional management as well as difficulty and conflict coping strategies
- Make recommendations regarding students that may need to undergo Psychological Educational testing.
- Conduct classroom guidance activities and support lead teachers and homeroom teachers with strategies designed to aid students requiring additional assistance.
- Developing, reviewing, and updating Individual Education Plans (IEPs) from Psychological Education Reports.
- Support teachers and families to implement the IEPs.
- Prepare reports, data, and maintain files and records of every student who is receiving enhanced learning support. Although XLIS student files are confidential to the public, the Head of School, the Deputy Head of School, and the Local Education Bureau have the right to access them to support the enhanced learning teacher's work, promote accountability, and legally implement local and international child protection laws.
- Participate in relevant professional development activities.
- Lead relevant parent and teacher workshops.

2. Other Responsibilities

- Support the Primary student supervision duties as issued by the Primary Principal (2-3 duties per week, not exceeding 25 minutes each).
- Provide event support to whole-school events.
- Carry out any other duties as may reasonably be required by the school senior leadership team.

3. Professionalism

- Familiar with the school's policies and procedures related to teaching and learning, child protection and safety, and asset management.
- Adheres to the school's code of ethics and professional standards.
- Is responsible to seek professional development opportunities to promote self-growth.
- Uses clear communication and collaboration with colleagues, including students, teachers, and administrators.
- Displays sensitivity to cultural differences and the ability to adapt to diverse working environments, which may involve collaborating with people from different nationalities and backgrounds.
- Establishing trust and honest work ethics, being transparent in all communications, and working in the best interest of the school and its community.
- Managing time effectively, being able to prioritize tasks, and delivering quality work within deadlines.