



Role Name	Head of Learning Enhancement (LE) Kowloon Junior School
Job Code	TCH03/004
Job Summary	<p>The Head of LE, in collaboration with the principal and staff, plays a key role in determining the direction of the LE policy and provision in the school in order to enhance the learning of children with a diverse range of needs. The Head of LE assumes day-to-day responsibility for the provision made for individual children with identified learning needs, working closely with students, teachers, parents, the ESF and other agencies. The Head of LE also provides professional guidance to colleagues with the aim of securing high quality teaching for children with identified learning needs.</p> <p>The Head of LE, with the support of staff, seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of children's needs, by monitoring learning and by setting learning targets. The Head of LE will collaborate with teachers so that learning for all children is given equal priority and available resources are used to maximum effect. The Head of LE will take direct responsibility for the learning support for mainstream students with additional needs (Level of Adjustment 1 & 2), and manage and lead provision students with a learning support place (Level of Adjustment 3 & 4)</p>
Main Accountabilities	<p><u>STRATEGIC DIRECTION/DEVELOPMENT</u> Develop, coordinate and implement LE policies, plans, timetables, targets and practices.</p> <ul style="list-style-type: none"> Review and implement policies and practices for LE (in conjunction with ESF policy) which reflect the highest standards of teaching and learning. Use evidence effectively to identify strengths and areas of improvement in the provision for LE children and where necessary, create and implement effective plans of action for support. In conjunction with SLT and teaching colleagues, prepare and review the School Development/Improvement Plan (SDP) for LE based on identified strengths and weaknesses in the areas. Create a climate which enables other staff to develop and maintain positive attitudes and confidence towards teaching children with identified learning needs. <p><u>TEACHING AND LEARNING (including Monitoring & Evaluation)</u> Work with SLT and teaching colleagues to ensure 'Success for Every Child' at KJS especially those with identified learning needs.</p> <ul style="list-style-type: none"> Support teachers and EAs catering for LE children within their classrooms taking direct responsibility for Level of Adjustment one and two students (teaching component) Ensure that information about students' learning in previous classes and schools is used effectively to ensure continued progress. Liase with parents of children with LE in conjunction with the class and Learning Enhancement teacher. Assist/guide teachers and educational assistants in the implementation of IEP's. Liase with external agencies including other schools, educational psychological service, LE professionals, health and voluntary bodies. Liase with other Heads of LE <p><u>LEADERSHIP AND MANAGEMENT (including Monitoring and Evaluation)</u> Make ongoing improvements in the provision of Learning Enhancement</p> <ul style="list-style-type: none"> Establish clear expectations and constructive working relationships among staff. Sustain own motivation and enjoyment, maintaining an up-to-date knowledge of LE developments. Ascertain professional development needs of staff, providing training and induction as appropriate.





Main Accountabilities (Cont'd)	<ul style="list-style-type: none"> • Work with other staff in providing advice and Learning Enhancement support. • Ensure regular dialogue with SLT about the development and improvement of LE children and provision. • Work with SLT and ESF to prepare for and respond to the outcomes of any evaluations or external inspections. • Maintain and oversee individual records on all children with LE needs. • Provide an up-to-date record of all children on the LE register (class by class) including their teaching programme and Individual Education Plan (IEP) • Contribute actively in the ESF (LE) group and disseminate information to staff. • Contribute to parent education programmes in conjunction with staff. <p><u>MANAGEMENT OF RESOURCES</u></p> <p>Identify appropriate resources and ensure that they are used efficiently, effectively and safely.</p> <ul style="list-style-type: none"> • Ensure the effective, efficient management, organisation and use of learning resources. • Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school and submit budget priorities. • Model and promote an effective and stimulating environment for LE.
Typical reporting relationship	Principal and Vice Principals
Minimum typical education	<ul style="list-style-type: none"> • Bachelor Degree in Education, or • Bachelor Degree in any subjects with PGCE (Postgraduate Certificate of Education), or equivalent • Special Education Needs qualification/s
Minimum typical experience	<ul style="list-style-type: none"> • An exemplary teaching background • Proven experience as a pedagogical leader within a PYP school environment.
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Development of curriculum • Resources (budget) management <p><u>Knowledge</u></p> <p>Having a thorough and up-to-date knowledge of the teaching of their subject(s), their students, curriculum, pedagogy, education-related legislation and the specific teaching context.</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Planning & Organising Work • Translating Strategies into Plans & Actions • Valuing & Integrating Diversity, Equity, and Inclusion • Learning Agility • Leading Change • Written Communication • Work Standards/Quality Orientation • Creativity/Innovative • Formal Presentation Skills • Developing Talent
Development / Training to support role competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the Professional Reflection & Development process</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the Professional Reflection & Development process</p>

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