

<b>Job Description – Learning Support Teacher</b>	
<b>Reports to</b>	Divisional Principal
<b>Location</b>	Dar Essalam American School
<b>Appointment</b>	Full-Time
<b>Scope of position</b>	<p>The Learning Support Teacher plays a vital role in fostering an inclusive educational environment by providing specialized support to students with diverse learning needs. The teacher will work closely with students, teachers, and parents to develop individualized education plans (IEPs), implement effective learning strategies, and track progress. This role supports students in achieving their academic and personal goals, empowering them to reach their full potential while ensuring alignment with Dar Essalam American School’s mission and commitment to inclusive education.</p> <p>All jobs will require training in Child Protection and Safeguarding.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>● Providing targeted support and intervention for students with identified learning challenges, ensuring they have access to the general education curriculum.</li> <li>● Developing, implementing, and monitoring Personal Learning Plans (PLPs) and related support documents.</li> <li>● Collaborating with classroom teachers, parents, and other educational professionals to create inclusive learning environments.</li> <li>● Conducting regular assessments to track student progress and adjust interventions as needed.</li> <li>● Serving as an advocate for students with learning needs, promoting awareness and understanding within the school community.</li> <li>● Ensuring a safe and productive learning environment, following safety protocols and maintaining equipment.</li> <li>● Conducting activities and support based on American and Finnish methodologies.</li> </ul>



	<ul style="list-style-type: none"><li>• Encouraging students to be engaged in learning</li><li>• Motivating students to induce a pleasant learning environment</li><li>• Displaying excellent classroom management</li><li>• Ensuring the social and emotional safety of students</li><li>• Keeping accurate records of student performance.</li><li>• Communicating with the Principal</li></ul>
<b>Typical duties and responsibilities including, but not limited to:</b>	<p><b>Student Assessment and PLP Development</b></p> <ul style="list-style-type: none"><li>• Conduct formal and informal assessments to identify students' strengths and areas of need.</li><li>• Develop, implement, and regularly update PLPs in collaboration with classroom teachers, students, and parents.</li><li>• Set measurable, achievable goals for each student and monitor progress towards those goals.</li></ul> <p><b>Instructional Support and Intervention</b></p> <ul style="list-style-type: none"><li>• Provide one-on-one or small-group instruction to students as needed, focusing on literacy, math, organization, and social-emotional skills.</li><li>• Use a variety of teaching methods and resources to accommodate different learning styles and needs.</li><li>• Support classroom teachers by suggesting strategies, modifications, and accommodations to promote student success.</li></ul> <p><b>Collaboration and Communication</b></p> <ul style="list-style-type: none"><li>• Collaborate with teachers, parents, and external professionals to ensure a holistic approach to student support.</li><li>• Conduct regular meetings with parents and teachers to discuss student progress, challenges, and strategies.</li><li>• Participate in school meetings, workshops, and professional development to stay informed on best practices in inclusive education.</li></ul> <p><b>Documentation and Reporting</b></p>



- Maintain detailed records of assessments, student progress, and interventions in accordance with school policies.
- Prepare and share progress reports for parents, teachers, and administrators on a regular basis.
- Ensure all documentation is compliant with educational standards and policies.

#### **Professional Development and School Engagement**

- Actively engage in ongoing professional development opportunities to enhance skills and knowledge related to learning support and inclusive education.
- Participate in school activities, staff meetings, and school-wide initiatives to contribute to the positive school culture.
- Serve as a resource for the school community, offering training and guidance on best practices for supporting students with learning needs.

#### **Cultural Sensitivity**

- Create an environment of support that respects and celebrates the diverse backgrounds of all students.

#### **Professional Development**

- Stay updated on current trends in learning support.
- Participate in ongoing professional development opportunities.
- Share knowledge and collaborate with other teachers to enhance the school's design technology program.

#### **Safety and Well-being:**

- Ensure the safety and well-being of students during classroom activities and school events.
- Report and address any safety concerns promptly.

*Carrying out other duties as requested by the divisional principal*



<b>Required Skills, knowledge and abilities</b>	<ul style="list-style-type: none"><li>● Bachelor's degree in Special Education or a related field.</li><li>● Teaching certification or credential in Special Education.</li><li>● Five or more (5+) years experience and proven success in a teaching role</li><li>● Understands how to support students who are linguistically diverse</li><li>● Previous teaching experience in Finland and/or in the Finnish type of school with specialization in elementary education development and instruction</li><li>● Outstanding communicator verbally and in writing</li><li>● Unimpeachable integrity and personal qualities of warmth, transparency and approachability, empathy and charismatic visibility</li><li>● An entrepreneurial mindset on teaching and learning and on one's personal growth</li><li>● Approachable and empathetic</li><li>● Strong collaborator, community-minded, and dedicated to building communities</li><li>● Student-centered</li><li>● Training in Child Protection and Safeguarding</li></ul>
<b>Preferred Skills, knowledge and abilities</b>	<ul style="list-style-type: none"><li>● Master's degree in Special Education or a related field.</li><li>● Successful international, overseas experiences</li><li>● Educational or professional experience in a culturally diverse environment</li><li>● Experience in technology-based educational solutions</li><li>● Visionary and strategically minded thinker</li><li>● Skills in French and/or Arabic are an advantage</li><li>● Knowledge of the Finnish curriculum and instructional strategies</li></ul>
<b>Additional Notes</b>	<ul style="list-style-type: none"><li>● <i>It is mandatory to hold a critical role in ensuring the effective implementation of child protection measures within the school community.</i></li><li>● Enforcing child protection policies and procedures in order to create a safe and secure environment for all students, staff and parents.</li><li>● Collaborating with relevant stakeholders, such as other teachers, support staff, and counselors to ensure and maintain an effective child protection framework.</li><li>● Investigating and addressing any reported incidents towards continuous improvement in child safeguarding practices.</li></ul>



- Your leadership and commitment to child protection contributes significantly to the overall well-being and academic success of students under their care.

***Occupational health and safety***

- Complying with workplace policies and procedures for risk identification, risk assessment, and risk control.
- Participating in activities associated with the management of workplace health and safety.
- Identifying and reporting health and safety risks, accidents, incidents, injuries, and property damages at the workplace.

***Special Events***

- All staff is required to attend all school events including but not limited to : Professional development days, sports days, special events, parent-teacher conferences, etc
- All Staff members are required to lead one after school activity each week for one full semester as well as participating in the school events that may take place after school hours or during the weekends.