

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

<u>Title</u>	Head of Support for Learning
<u>Basic Function</u>	The Head of Support for Learning is responsible for the provision of support for students with special or specific learning needs at Brummana High School, both Lower and Upper Schools.
<u>Accountability</u>	The Head of Support for Learning is accountable to the Vice Principal Academic.
<u>Authority</u>	The Head of Support for Learning has responsibility for the management of those delivering learning support in both Lower and Upper Schools and will oversee the work undertaken by the EFL Department and by the Writing Centre.
<u>Relationships</u>	The Head of Support for Learning works closely with the Heads of Department, Heads of Section, the Head of the EFL Department and the Head of the Writing Centre. He/she also liaises with the Counsellors, Advisers and outside organisations and agencies as required. He/she also approves the list of skilled professionals to recommend to parents drawn up by the Counsellors.
<u>Meetings</u>	He/she sits on the Curricular Committee of Heads of Department and the appropriate committee in the Lower School.
<u>Key Tasks</u>	<p>1) Teaching</p> <p>The Head of Support for Learning teaches within the Support for Learning Department as required and receives a time allowance of double that of a Head of Department given that the work takes place over both Lower and Upper Schools. He/she will be required to teach one on one sessions in English/ Arabic/Math or Science in Upper School (Gr.7-11) and Upper Primary (Gr.4-6).</p> <p>2) Other</p> <ol style="list-style-type: none">He/she screens: new applicants, students referred by concerned teachers, students with failing grades using the screening tool provided.He/she identifies learning needs and recommends, where appropriate, educational psychologists and other professionals for students with specific learning needs.He/she deploys staff employed to work with students in need of support, as required.He/she will produce and oversees specific learning programmes for students who need them and liaises and meets as required with parents whose children need support.He/she, through the appropriate staff, liaises with the Ministry of Education to ensure that students who require it are registered with special needs and receive both the necessary programme of support in school and the appropriate time allowance or other measures when being evaluated in formal assessments or examinations.He/she through the appropriate staff, liaises with the Ministry of Education, Cambridge International Examination, IB and College Board for the SAT to ensure that students who require it are registered with special needs and receive both

- the necessary programme of support in school and the appropriate time allowance or other measures when being evaluated in formal assessments or examinations.
- g) The Head of Support will provide access arrangement or accommodations with the help of the IGSE, IB coordinator for mock exams and official examinations.
 - h) The Head of Support will oversee the writing of the IEP and review it with the team 3 times a year. This will be followed by a detailed progress report to be shared with parents and relevant teachers.
 - i) The Head of Support will need to contribute to the curricular committee, working parties and the admission group.
 - j) The Head of Support will need to organize transition meetings and promotion meeting to discuss students' academic performance. The Head of Support for Learning fulfils a crucial function in ensuring that knowledge of children with learning support needs is passed on effectively at key points of transition in the school such as KG3→G1, G6→G7, G9→G10.
 - k) He / She liaises with the Counsellors, Heads of section and teachers to ensure that the action plan suggested is running as to the needs of specific children.
 - l) The learning needs covered by the Head of Support for Learning include ADD, ADHD, dyslexia, dysgraphia, dyspraxia, dyscalculia, and less specific and more general learning needs where intellectual learning or language processing is impeded or slowed. This is a non-exhaustive list.
 - m) The Head of Support will be an academic advisor to students in a transitory grade level to assist them and screen for any difficulties.
 - n) The Head of Support for Learning is responsible for keeping written (electronic or otherwise) records of all students with special learning needs and action taken chronologically to mitigate these.
 - o) The Head of Support will provide the Accounting department updated records per term of students enrolled in the department for budgeting and tuition fees purposes.
 - p) The Head of Support for Learning provides appropriate training, guidance, advice and information to teaching staff as to the general management of children with learning difficulties and of specific individuals.
 - q) The Head of Support for Learning contributes to the In-Service Training Programme by delivering advice, guidance and training to teaching staff on the management of students in need of support in the academic classroom.
 - r) The Head of Support for Learning, like other professional staff, is expected to contribute to all aspects of school life including duties, reporting, attendance at parents' evenings, the extra-curricular programme etc.
 - s) The Head of Support for Learning will devise and develop a comprehensive study skills programme for students needing learning support and, through the PHSE programme, for all students in Grade 8.
 - t) The Head of Support for Learning will, over time, look at the introduction of a drop-in centre, available during breaks, for students who need assistance.
 - u) The Head of Support for Learning works closely with the Vice Principal Academic with regard to standardized or progressive test results to analyze the outcome of assessments and examinations with regard to the identification and performance of students with special learning needs.
 - v) The Head of Support for Learning undertakes other tasks/responsibilities as directed by the Principal.