

High School Learning Specialist

Reports to: High School Principal
Hours: Full Time
Start Date: 11 August 2026
Salary range: competitive rates apply in accordance with the school's faculty salary scales

Overall purpose

The High School Learning Specialist is responsible for supporting students in the High School's Specific Learning Differences (SLD) program. The goal of the program is to provide direct instruction in learning strategies and build independence in students with diagnosed learning differences.

Summary of Major Responsibilities:

- Help each student understand and articulate his/her learning style and needs. Serve as the case manager for each assigned student
- Teach specific learning strategies using mainstream curriculum material, individualized for a particular learning profile
- Meet regularly with grade-level deans and teacher teams to provide general academic support for the students in that grade
- In collaboration with parents, teachers and students, develop and share an Annual Individualized Education Plan (AIEP) explaining specific academic goals and objectives for the academic year; update AIEP in light of new test findings and arrange AIEP meetings
- In collaboration with parents, teachers and students, develop and share an Annual Individualized Learning Plan (AILP) for Accommodation Only students; update AILP in light of new test findings and arrange AIEP meetings
- Liaise with test coordinator regarding formal accommodations for students' assessments; help proctor assessments as needed
- Communicate regularly with parents about progress and write progress reports
- Facilitate individual support services as needed
- Collaborate and liaise with Head of High School Student Support and K-12 Student Support team,
- Participate in meetings as required, including committees and sub-committees
- Present information and provide training and education about SLD issues and the SLD program to faculty and parents
- Assume responsibility for professional development; keep abreast of current research and attending professional workshops and training
- Provide continuity of the students' educational experience to allow smooth transition from/to different education systems to a US curriculum
- Any other duties as are within the scope, spirit and purpose of the job as requested by the High School Principal

Essential qualifications/experience:

- Postgraduate training that includes the study of SLD, child/adolescent psychology and/or special education
- Substantive experience as a Learning Specialist in a similar school setting working with students aged 13 - 18 with mild to moderate Specific Learning Differences and Attention Deficit Hyperactivity Disorders
- A proven commitment to the safeguarding and welfare of children
- Experience with differentiating instruction to meet the learning needs of all students
- Experience and commitment to collaborative working in a team-focused environment
- Experience in a school with a similar teaching philosophy to that of ASL, which employs comparable teaching methods and curricula, or training that will adequately prepare the candidate for the American-style teaching methods employed by the School
- An ability to provide strategy support in all levels of English, social studies, math, science, and elective courses, where appropriate
- Significant recent professional development germane to the position
- Strong oral and written communication skills
- Outstanding collaborative skills and a desire to work in a team-focused environment
- Commitment to and facility with integration of technology in the service of student learning
- Willingness to contribute to school life and activities in additional ways through coaching, advising and special projects
- Ability to support and nurture the school-home partnership

Desirable qualifications/experience:

- Experience with a variety of student support models
- Knowledge and understanding of international and/or independent school communities

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your

application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Diversity and equality of opportunity are cornerstone values of The American School in London. ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, or any other legally recognised protected characteristic under local law. Read our Diversity, Equity and Inclusion statement [here](#).