

The American School in London

High School Learning Specialist

Reports to: the High School Principal

Hours: full time

Start Date: August 2017

Salary range: Competitive rates of pay apply, from £36,000-£85,000

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:

- Meet regularly with grade-level teams and provide general academic support and testing services for the students in that grade
- Serve as the case manager for each assigned student
- 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
- Teach specific learning strategies using mainstream curriculum material, individualized for a particular learning profile
- Arrange and organize special test accommodations for SLD students' exams; coordinate and proctor tests and exams
- Conduct informal assessments and help each student understand and articulate his/her learning style and needs
- Communicate regularly with parents about progress and write report cards
- Facilitate individual support services as needed, such as counselling, tutoring, et cetera
- Share information regarding casework with the K-12 student support services 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 the US education system
- 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

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- Substantive experience as a Learning Specialist in a similar school setting working with students aged 10-14 with mild to moderate Specific Learning Differences
- 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 and science
- 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
- Strong oral and written communication skills
- 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:

- Teaching experience in an international environment
- 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 employees and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. A disclosure from the Disclosure and Barring Service will be requested for all successful applicants.

Diversity and equality of opportunity are cornerstone values of The American School in London.