

Job Description

Learning Support Specialist and Case Manager

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to the variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Director of Student Support Services

Main Working Relationships

Principals, BMT, IB Coordinators, Subject Leaders, fellow teachers and associate teachers, Student Services Team, students, parents/caregivers

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

Student Support:

- Design and execute targeted interventions and recommend accommodations and learning strategies to help foster an inclusive learning environment.
- Regularly collect and analyze student performance data to assess the effectiveness of interventions and make informed adjustments.
- Develop and implement behavior management interventions as part of student's IEPs as necessary, ensuring a positive and conducive learning environment.
- Collaborate with classroom teachers to develop and implement individualised education plans (IEPs) and accommodation strategies that align with the IB framework.
- Facilitate small group and one-on-one instructional sessions to reinforce concepts and assist students in achieving their academic goals.
- Foster an inclusive classroom environment that values diversity and encourages active participation.

Case Management:

- Serve as the primary point of contact and case manager for students with identified learning needs.
- Conduct regular assessments and progress monitoring to track student growth and adjust support strategies accordingly.
- Collaborate with parents, teachers, administrators, and external specialists to develop comprehensive education plans that address students' individual strengths and challenges.

Inclusion Support and Supervision:

- Supervise and provide guidance to Inclusion Aides working with T3 (Tier 3) students, ensuring effective implementation of support strategies.
- Conduct supervisory meetings once per cycle with Inclusion Aides to discuss student progress, share insights, and provide professional development.
- Observe students and Inclusion Aides during classes to ensure adherence to inclusion practices and offer constructive feedback.
- Collaborate with class teachers to discuss strategies, accommodations, and modifications that benefit the learning experience of students with diverse needs.

Inclusion Aide Coordination:

- Plan and lead weekly meetings with the Head of Student Services and Inclusion Aides to discuss student cases, share updates, and address challenges.
- Provide resources, training, and support to Inclusion Aides to enhance their effectiveness in supporting students' academic and social-emotional growth.
- Collaborate with Inclusion Aides to develop and maintain appropriate documentation related to student progress and support strategies.

Professional Development:

- Stay current with best practices in inclusive education, special education, and IB curriculum through ongoing professional development opportunities.
- Share knowledge and insights with colleagues to foster a culture of continuous improvement in supporting students with diverse learning needs.

Parent and Community Engagement:

- Communicate and collaborate effectively with teachers, parents and other stakeholders to optimize student support.
- Maintain open and effective communication with parents and guardians to ensure a collaborative approach to student support.

- Participate in parent-teacher conferences, Individualized Education Plan (IEP) meetings, and other relevant meetings as needed.
- Collaborate with the school community to promote understanding and awareness of inclusive education principles and practices.

Other Tasks:

- Undertake other tasks assigned by the Line Manager, as and when required.

Required Qualifications

Required Qualifications All teacher applicants are required to:

- Possess a university degree.
- Hold a recognized teaching certification.
- Have a minimum of three (3) years of teaching experience.
- Demonstrate expertise in their subject area through degree-level qualifications.
- Incumbents in teaching positions requiring a work permit must possess a Bachelor of Education (B. Ed.), Diploma in Education (DipEd), Postgraduate Certificate in Education (PGCE), Certificate in Education (Cert. Ed.), or a similar credential.

All teacher applicants are preferred to have experience teaching in:

- An IB continuum setting, however, teachers who have worked in other inquiry-based programmes will also be considered.
- Settings that explicitly promote student well-being.
- Settings that explicitly promote innovation, making, tinkering, designing, etc. ‘
- Working with diverse learners in a secondary school setting, particularly within the IB framework.

Key attributes and skills to succeed in this role:

- Strong understanding of different learning styles, disabilities, and strategies to differentiate instruction.
- Excellent communication and interpersonal skills to collaborate effectively with students, parents, teachers, and other stakeholders.
- Proficiency in data collection and analysis to inform instructional decisions.
- Ability to adapt to various teaching and learning environments, demonstrating flexibility and creativity.
- Commitment to the philosophy of inclusion and the ability to foster a positive and supportive classroom culture.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.