

A close-up, slightly blurred portrait of a woman with long, light brown hair and black-rimmed glasses. She is looking directly at the camera with a neutral expression. The background is a soft, out-of-focus blue-grey.

IBELONG

Candidate brief
Learning Support Teacher



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ABOUT OUR SCHOOL AND STAFF

For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

SAFEGUARDING OUR STUDENTS

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

OUR CAMPUSES



KENSINGTON

Primary Years Programme

Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



HAMPSTEAD

Primary Years Programme

Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



PORTLAND PLACE (WESTMINSTER)

Middle Years Programme

Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



CONWAY STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



CLEVELAND STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

THE INTERNATIONAL BACCALAUREATE

The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit southbank.org or ibo.org, the official website of the International Baccalaureate.

HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

WELCOME TO COGNITA SCHOOLS

Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

Everyone in Cognita is connected.

OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita Education has three key ingredients:



Academic

—
Pursuing academic excellence for every child



Character

—
Developing character



Global

—
Connecting with a global community

JOB DESCRIPTION: LEARNING SUPPORT TEACHER

REPORTING TO

Principal

HOURS

8.00am - 4.30pm

SUMMARY

Teachers must be committed to being exemplary practitioners, leading by example in their adherence to the school's mission statement and values. Southbank aims to be the leading IB World School in London. Our teachers have an important role in supporting and developing themselves and their team to achieve this. We want a calm and purposeful school environment where all students and staff can thrive in a culture of high expectations and positive affirmation. Our school applies the Cognita Quality Standards Evaluative Descriptors for Teaching, Learning and Assessment and we expect all of our staff to commit to our process of quality assurance and professional development.

A teacher with no middle management responsibilities usually reports to their Head of Faculty or Department (Westminster), or School Head (Hampstead and Kensington).

KEY CHARACTERISTICS:

- Respects and practises the content of the school mission statement and its 'core values'
- Instils in students a love of learning, and the value of learning for its own sake
- Respects, practises, and teaches students the philosophical and pedagogical values of the International Baccalaureate, as enshrined in its mission statement and learner profile
- Demonstrates integrity and a strong moral compass
- Genuinely wants the best for children in terms of provision and outcomes
- Can juggle competing priorities
- Enjoys working collegially
- Engages critically with developments in what we learn about effective practice and applies these to improve teaching, learning and well-being

ACADEMIC RESPONSIBILITIES

- Has high professional standards in general and in particular concerning planning, lesson preparation, teaching and assessment to ensure that all students make demonstrably good progress
- Understands and adheres to the IB Standards and Practices
- Understands and adheres to the Cognita Quality Standards Framework
- Adheres to all Independent Schools Standards

TEACHING AND LEARNING

All teachers should:

- Create a positive climate in the classroom with strong student/teacher relationships
- Develop deep subject knowledge in order to plan and challenge
- Use effective questioning to promote critical thinking and check for learning
- Set consistently high expectations for all students' approaches to learning
- Ensure clear expectations for behaviour are maintained
- Plan sequences of lessons that inspire and challenge, in collaboration with relevant colleagues
- Provide feedback that sees students make good progress
- Regularly check for understanding and offer clear and timely guidance and support
- Ensure students capitalise on opportunities to use feedback to improve
- Encourage deep knowledge and understanding, and a wide range of skills
- Use high quality resources and pace lessons well
- Ensure home learning deepens skills, knowledge and understanding
- Ensure that parents are given clear and timely information on how well their child is progressing and information which enables them to support their child's learning.
- Ensure that equality and diversity are an integral part of teaching
- Ensure that students with EAL and/or learning support needs are provided with the best education

LEARNING SUPPORT TEACHER RESPONSIBILITIES:

Screening

- Identify those students who may need additional short or long term support and both write and update student support plans for them
- Implement support programmes to cater for the needs of those identified with SpLDs or other learning needs

Record Keeping:

- Ensure that records are maintained and updated as required
- Provide regular progress reports to parents via parent/teacher conferences, and formal reports

- In collaboration with parents, clinicians, teachers and students, develop and share Student Support Plans and make these, and synopses of Educational Psychologists' reports, available to colleagues

Liaison:

- Establish and maintain good working relationships with students, colleagues, parents and outside professionals
- Coordinate and support the role of the Learning Assistant across grades 2 to 5
- Work closely with teachers, Head of Schools and the PYP Coordinator to analyse assessment data
- Work closely with other members of the Student Support Services Team (EAL teachers, Head of Pastoral Care), particularly in supporting students who have needs in more than one area
- Liaise with and advise teachers and teaching assistants to develop early academic intervention strategies and/or modifying units of work in order to best serve the needs of Learning Support students
- Work with teachers on differentiation strategies
- Attend/arrange meetings with appropriate staff members from the Hampstead and Westminster campuses
- Collaborate with Heads of School and class teachers to agree and organise assessment access arrangements, particularly for ISA tests
- Remain abreast of current research and practice by attending specialised workshops/conferences, reading journals and use of the World Wide Web.
- Coordinate with Learning Support personnel at other campuses via the cross campus learning support coordination group, to ensure parity of the school's Learning Support provision and the continuity of support between campuses when students transition

Whole School:

- Organise and share information about Learning Support in the school with key stakeholders (parents, staff and students)
- Organise and lead Student Support Services Team meetings
- Contribute to the in-service training of staff to keep them informed about the range of special educational needs, the school policy and strategies to support students.
- Help induct new staff so that they are fully briefed on the School's SEN provision and appropriate differentiation required
- Deliver and organise whole staff training as required

HEALTH AND SAFETY

All staff are expected to ensure that:

- The highest level of best practice, health and safety and security in buildings, on school trips and at school events is maintained

- All health and safety, pastoral and online safety policies and procedures are actively promoted, supported and adhered to

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

OTHER RESPONSIBILITIES

- Attend school meetings, as required, and contribute constructively to them
- Meet all deadlines set by school leaders and required as part of administration
- Actively contributes to the wider life of the school, such as running extracurricular activities and attending events
- Duties and lesson cover as required
- Commit to the wider implementation of the IB programmes e.g. PYP Exhibition (G5), community project (G8), personal project (G10) and extended essay (G11-12)
- Attend residential trips as required, across all schools, including the annual Discovery Week trips (Westminster)
- Participate in the advisory programme (Westminster)

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

PERSON SPECIFICATION

LEARNING SUPPORT TEACHER

Essential

Desirable

A degree in the relevant subject

A teaching qualification or equivalent

Excellent subject knowledge

An inquiry-based approach to teaching and learning

Excellent relationships with students

OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans
- Own iPad during employment
- Generous maternity/paternity conditions
- 'My Staff Shop' - staff shopping discount scheme

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas:

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

To apply, please do the following:

- Visit www.southbank.org
- Download the appropriate application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for any role.

JOBS AT SOUTHBANK

**For all our latest vacancies,
please visit www.southbank.org**

**If you have any queries about a
position, please contact us on
jobs@southbank.org**

Southbank Kensington (3–11 years)

36–38 Kensington Park Road, London W11 3BU

Southbank Hampstead (3–11 years)

16 Netherhall Gardens, London NW3 5TH

Southbank Westminster (11–19 years)

63–65 Portland Place, London W1B 1QR

17 Conway Street, London W1T 6BN

379 Euston Road, London NW1 3AU