



International School Dhaka

Advancement Center Special Educational Needs (SEN) Teacher

JOB DESCRIPTION

General Responsibilities

To work as part of a team to support the individual goals of students with special educational needs both within the classroom, on a 1:1 or small group basis and inclusively within the school community.

Key responsibilities

To work as part of the Advancement Centre Team (ACT) supporting the implementation of an individualized learning programme for students with Special Educational Needs. This programme will include general curriculum support and support with appropriate areas of adaptive functioning.

The SEN Teacher reports to the Advancement Centre Leader as their line manager.

Specific Areas of Responsibility include:

Curriculum and Environment:

- Work as part of the teaching faculty to create and maintain a safe, nurturing and intellectually engaging learning environment
- Promote positive inclusion of students with SENs into the ISD community
- Support the implementation of the student's current Individual Learning Plan (ILP)
- Supervise student activities in either a small group, one to one with a student, or as inclusive support during mainstream classes (for Level 2 and 3 students).
- Ensure curriculum planning, assessment, recording and reporting is carried out within the agreed MYP/PYP and SEN guidelines
- Assist other teaching staff in developing materials for the support of students identified as having Special Educational Needs (Level 1, 2 and 3)
- Demonstrate best practice in their work at the school
- Participate in the implementation, evaluation and review cycle of the student's Individual Learning Plan (ILP)
- Participate in appropriate professional development opportunities

Relationships:

The SEN Teacher is responsible for developing a positive relationship with the student, their professional team and parents. They will:

- Exchange information frequently and regularly with the ACT and teachers
- Work in a collaborative planning environment with ACT and teachers
- Establish and maintain good relationships with parents
- Maintain appropriate levels of confidentiality in spoken and written communication

Administrative Tasks:

As a member of the ACT the SEN teacher is expected to attend staff meetings, ACT meetings and professional development sessions. They should:

- Maintain routine administrative tasks and documentation
- Attend other relevant meetings as necessary
- Undertake any reasonable task assigned by the Advancement Centre Leader or the Head of School.

Additional Tasks:

- Perform supervision duties during lunch and break times
- Participate in the School Co-Curricular Programme (CCP), Community and Service (C & S) or Creativity, Action, Service (CAS)

Professional Development:

The Advancement Centre SEN Teacher will be following the school's appraisal process and should have a plan in place for their own professional development. This should match the vision of the school, the Advancement Centre and the broader field of special education. The school will endeavor to support the teacher with the opportunity to access available programmes to support further qualifications and experience in the field of special education.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the Head of School.