

# Role and Job Specification

Wellington College is a values-based organisation, and the core values **of kindness, responsibility, respect, integrity, and courage** underpin all interactions.

Job Title – **Learning Support Teacher**

Reports to – Academic (Head of Learning Support/EAL)

Location – Pune, India

## Role Purpose

Wellington College International Pune (WCI Pune) seeks an inspiring and experienced Learning Support Teacher—someone who embodies visionary educational leadership and a commitment to excellence. The Learning Support Teacher plays a key role in supporting students with additional needs across the Early Years and Senior School. They will collaborate with class teachers, the Head of Learning Support/Inclusion, and Teaching Assistants to design and deliver targeted programmes that enable students to access the curriculum and develop independence. The successful applicant will be expected to assist teachers with the elements of the English National Curriculum (ENC) to Grades 6-8 (Years 7 -9), and IGCSE & IBDP courses to Grades 9-12 (Years 10-13).

## Key Responsibilities:

### Curriculum Planning & Student Support

- Work directly with students with additional support needs to enable full access to the curriculum.
- Support the development of independence and confidence within the classroom and wider school environment.
- Collaborate with class teachers and the Head of Learning Support/Inclusion to plan and deliver individualized learning programmes.
- Develop, track, and review individual learning targets using assessment data to inform next steps.
- Ensure differentiated instruction, appropriate resources, and adaptive strategies are in place to meet each child's needs.
- Apply knowledge of Early Years pedagogy and the Early Learning Goals when supporting curriculum access
- Collaborate with Early Years staff and class teachers to ensure a cohesive and effective support environment.

### Assessment & Monitoring

- Contribute to and lead a range of assessment activities, including observations, formative assessments, and progress monitoring.
- Maintain accurate and up-to-date records of each child's progress.
- Produce reports, evaluations, and documentation to support learning plans and interventions.
- Use assessment outcomes to refine learning goals and strategies in collaboration with teachers and families.



## Key Responsibilities

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### Parent & Stakeholder Engagement

- Foster constructive and supportive relationships with parents and carers, ensuring consistent and open communication about student progress and needs.
- Facilitate parent involvement in supporting their child's learning, attendance, and wellbeing.
- Collaborate with external agencies, therapists, and specialists as necessary to coordinate comprehensive support plans.
- Advocate for students with additional needs within the wider school community.

### Collaboration & Professional Development

- Ensure all Learning Support activities adhere to school policies, safeguarding guidelines, and statutory requirements.
- Stay updated with current educational developments, legislation, and best practices relating to SEND and inclusion.
- Contribute to the creation and maintenance of an inclusive, supportive, and child-centered learning environment.
- Participate in staff meetings, planning sessions, and professional development workshops to enhance growth.
- Contribute to the CCA activities.
- As with all colleagues, monitor students' overall wellbeing and liaise with school counsellors and other staff members when there are concerns or issues.
- Attend ongoing learning initiatives like CPD workshops, lectures, conferences, and other events where you are able to expand education networks.
- Other reasonable requests outlined by the Head of Seniors and/or Master.

### Qualifications

- Bachelor's Degree or equivalent, preferably in an Education related field
- A relevant Qualification in Special Educational Needs (preferred), Remedial Educator
- Minimum 3 years' experience of working with children with special needs (SEN)

