

## **JOB DESCRIPTION- LEARNING SUPPORT TEACHER**

**OBJECTIVES:** To offer tailored assistance and craft customized learning strategies for students to attain desired academic grades/ success. Additionally, to foster an enriching learning atmosphere and prioritize students' overall well-being. This involves direct engagement with students, encompassing assessments, the creation of personalized learning plans, and the implementation of focused interventions in key subjects and study skills.

### **KEY RESULT AREA –LEARNING SUPPORT**

- Conduct assessments to identify students' strengths, weaknesses, and learning styles.
- Develop individualized learning plans for students based on assessment results and academic goals.
- Provide targeted interventions and support in core subjects such as math, science, language arts, and study skills.
- Monitor student progress and adjust learning plans as needed to ensure continuous improvement.
- Collaborate the tutors to create learning guides and provide support to students for their academic progress.
- Collaborate with teachers, parents, and other stakeholders to monitor and support students' academic and personal growth.
- Create a positive and inclusive learning environment that promotes student engagement and motivation.
- Offer guidance and mentorship to students to help them overcome challenges and reach their full potential.
- Implement strategies to foster a culture of continuous growth and learning among students, encouraging them to explore new opportunities and develop essential skills for success.

### **KEY RESULT AREA - INTERNAL OPERATIONS**

Parent and School Collaboration:

- Maintain open communication with parents to keep them informed about their child's academic progress, achievements, and challenges.
- Collaborate with school administrators and faculty to align learning support initiatives with the child's educational and academic goals.

Reporting:

- Submit detailed report that track academic progress of students progress, assessments, and interventions assigned to you using KLS trackers

## Program Evaluation & Improvement

- Implement regular feedback surveys for students, parents, and school staff to gather insights on the effectiveness of the learning support services. Analyze survey data to identify areas for improvement and address any concerns or suggestions raised.
- Stay updated on best practices in student & learning support strategies.

## **KEY RESULT AREA - GROWTH & LEARNING**

Participate in professional development opportunities to enhance skills and knowledge in student support and academic counseling.

## **KEY PERFORMANCE INDICATORS**

- Number of students effectively supported through learning strategies.
- Success rate of students in achieving their academic and personal goals.
- Feedback from students, educators, and parents regarding the quality of support provided.
- Timeliness and effectiveness of crisis intervention and resolution.
- Participation in professional development activities to enhance learning, counseling skills and knowledge.

## **REQUIREMENTS:**

- Bachelor's degree in counseling, Psychology, Education, or related field.
- Proven experience in counseling or student support roles within an educational setting.
- Knowledge of learning styles, counseling techniques, crisis intervention strategies, and student development theories.
- Strong communication and interpersonal skills.
- Ability to assess student needs and develop tailored learning plans.
- Knowledge of core academic subjects and study skills.
- Excellent communication, empathy, and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong organizational skills and ability to multitask in a fast-paced environment.
- Commitment to diversity, equity, and inclusion in education.

## **CORE SKILL SETS:**

- Counseling and Advising
- Crisis Intervention
- Academic Planning and Goal Setting
- Collaboration and Teamwork
- Advocacy and Empowerment
- Communication and interpersonal skills
- Problem-solving and conflict resolution
- Attention to detail and organization.

## **ACKNOWLEDGEMENT**

This Job Description will be the yardstick for measuring your success during appraisal. It is also subject to review, when necessary, which will be communicated.

Sign off acceptance by

Employee:

Date: