



Senior Academic Support (Science – Senior School)

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

The Role

We are looking for an Academic Support Assistant to join a dedicated team of professionals. The successful applicant will support the Science Department and the Learning Support Team in the care and development of students aged 11 – 16 and assist with the delivery of the curriculum providing help to students with additional learning needs. The role reports to the Head of Science and will provide liaison between the Learning Support and Science Faculties.

Key Responsibilities

1. Professional Values and Practice

- Be aware of and assist in the implementation of School policies with regards to the care of the student;
- Promote the inclusion and acceptance of all students within the class;
- Use a range of interpersonal skills to build positive and successful relationships with students, being sensitive to cultural & social needs of the students;
- Communicate with colleagues (teaching, LS and pastoral) as appropriate, maintaining confidentiality and working with sensitivity;
- Encourage students to interact co-operatively;
- Engender interdependence and use strategies to recognise self-reliance in students;
- Contribute to providing feedback to the student, liaising with teacher and pastoral team ; and
- Support the behaviour management policies of the School.

2. Knowledge and Understanding

- Possess the specialist subject knowledge for the role to develop resources and strategies to enable learning;
- Have standard Literacy and Numeracy competencies;
- Be familiar with and use appropriate ICT strategies in learning; and
- Understand SEN definitions and strategies.

3. Support for Teaching and Learning

- Plan and assume responsibility for classroom activity, under guidance from teacher;
- Participate in Departmental meetings and professional development that impacts on students learning;
- Investigate and source resources for the teaching team that will support curriculum planning;

- Assist targeted students in knowledge gaps;
- Produce differentiated resources and worksheets for students according to their needs;
- Support students in reinforcement of curriculum and examination preparation;
- Devise a range of strategies to support the student in class, through providing resources for further research or reinforcement;
- Work with students on a one to one or group basis according to lesson plan;
- Give guidance to students and supporting resources, as appropriate, to enable them to complete assignments at home;
- Motivate and encourage the students in their learning using strategies to build self-esteem and organisational skills;
- Monitor progress of the student and adapt strategies accordingly;
- Contribute to systematic evaluation and analysis of student achievement, maintain records;
- Liaise with teachers and/or Learning Support on the analysis of targeted student achievement as and when appropriate; and
- Work in other departments of the school as circumstances required.

4. Maintenance of Documentation and Learning Support Communication

- Collaborate with the Learning Support Faculty in implementing strategies for students on the LS register.
- Collate information in order to provide accurate and appropriate recommendations for the Student Profile of individual student (IEPs).
- Liaise with the Head of LS and HOF & AHOF (Science) to identify students / classes that require 'priority' support.
- Record, monitor and analyse the progress of individual students.
- Maintain record of classroom support in order to make appropriate recommendations.
- Maintain accurate tracking database of individual students.
- Bring to the attention of the HOF (Science) any concerns that may arise with class teachers that may hinder curriculum access to an individual or class.
- On an annual basis, complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional Development opportunities.

5. Competencies

- Excellent interpersonal, organizational and communication skills.
- Able to use a range of strategies to support students and teachers.
- Excellent people skills.

Personal Attributes

- A positive attitude towards staff, students and the Tanglin Community.
- Approachable, with a pleasant disposition.
- Able to work independently as well as being a good team player.
- Able to adapt to different students of a range of ages and different teaching styles
- A willingness to advocate for the students and their needs both in and out of lessons
- Able to anticipate issues and to show good initiative in pre-empting and solving problems.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.