



Bringing out the best in every one

# NCBIS

Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



## **Position Title: Inclusive Learning Specialist Tutor**

**Employed by:** NCBIS to support students to fully participate within a mainstream educational setting. There is a probationary period of three months.

**Responsible to:** The Inclusive Learning Specialist Tutor is responsible to the Head of Inclusive Learning.

**Working hours:** Full time. To be in school by 7.30am until 3.30pm. To attend relevant staff meetings and other professional school related activities, including those outside normal working hours, as required or directed by the Head of Inclusive Learning.

**To apply** please send your CV (including photo) together with an Application Letter to:

[David.Mate@ncbis.co.uk](mailto:David.Mate@ncbis.co.uk)

The closing date for applications is Tuesday, November 30<sup>th</sup>, 2021. The school reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

### **DUTIES OF THE INCLUSIVE LEARNING SPECIALIST TUTOR**

#### **A. SUPPORTING STUDENTS**

To work with students across subject areas and year groups and to develop an understanding of the specific needs of the student to be supported.

To develop knowledge of a range of ways in which to support students. For example:

- Clarifying and explaining instructions
- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student as required
- Assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/ presentation
- Helping the student to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence (Supporting in PE and swimming sessions, if requested by those teachers)
- Liaising with class/subject teacher and Head of Inclusive Learning to develop, create and review Personal Learning Plans (PLPs)
- Developing appropriate resources to support the student
- Provide assistance with access arrangements in examinations, in line with school and JCQ regulations
- To plan and prepare individual lessons appropriate to the needs of the pupil





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To establish a supportive relationship with the students concerned.

To encourage acceptance and inclusion of students with individual needs.

### **B. WORKING COLLABORATIVELY WITH CLASSROOM/SUBJECT TEACHERS/HEAD OF INCLUSIVE LEARNING & INCLUSIVE LEARNING TEAM COLLEAGUES**

To plan, record and review relevant activities to help meet students' needs and P.L.P. goals or targets, in line with departmental planning requirements.

To assist the class/subject teacher and Head of Inclusive Learning (and other professionals, as appropriate), in the development of a suitable programme of support for the student.

To make recommendations regarding the curriculum for the student

To provide regular feedback about the student to the class/subject teacher and Head of Inclusive Learning and contribute to review meetings of a student's progress

To contribute to report writing process.

If appropriate, to work with other students to provide all students the experience of working within a group.

To work with the **class**/subject teacher to support behaviour and discipline.

### **C. SUPPORTING THE SCHOOL**

To be aware of school policies and procedures and contribute positively to the ethos of the school.

To have a knowledge and understanding of the whole school curriculum in order to effectively support and guide students with individual needs.

To maintain relationships with families, as appropriate, which allows for a supportive home-school link.

To liaise, advise and consult with other members of staff supporting the student (specialist teachers, therapists etc).

To be sensitive to and aware of confidential issues linked to home/student/teacher/school work and to maintain appropriate confidentiality.

To attend relevant staff meetings, INSET training and school-related activities, as deemed appropriate by the Head of Inclusive Learning in consultation with the relevant head of school.

To contribute to the professional development of others in areas of interest and expertise.

Address: Road 17, 1<sup>st</sup> District, 3<sup>rd</sup> Zone,  
5<sup>th</sup> Settlement, New Cairo, Cairo, Egypt  
Tel: +202 2565 7115 / 2565 7120 / 2565 7121  
E-mail: info@ncbis.co.uk Web: www.ncbis.co.uk

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 @NcbisSecondary  
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## Inclusive Learning Specialist Tutor person specification:

	Essential	Desirable	Demonstrated through
<b>Qualifications</b>			
Educated to degree level	✓		Application form
IELTS Level 7	✓		
<b>Experience</b>			
Tutoring experience	✓		Application form
Experience of working with EAL students and children with additional needs		✓	
<b>Professional Knowledge and Understanding</b>			
Special Education Needs SEN Level 3		✓	Application form & interview
Understanding the relationship between assessment, planning, monitoring and target setting to maintain high levels of achievement and behaviour for all children		✓	Interview
<b>Professional Skills</b>			
Able to demonstrate the effective use of ICT to enhance learning and teaching		✓	Interview
Able to plan and work collaboratively with colleagues	✓		Interview
Able to communicate sensitively with parents	✓		Interview
Good communication skills both orally and in writing	✓		Application letter & interview
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓		Interview
<b>Personal Attributes</b>			



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Commitment to excellence	✓		Application letter & interview
Ability to enthuse and motivate others	✓		Interview
Commitment to professional development	✓		Interview
Ability to cope with frustration	✓		Interview
Proactive	✓		Interview
Ability to embrace change	✓		Interview

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