



Insworld Institute is a secondary school in Singapore teaching local and international students a British curriculum, adapted to suit the needs of the international learner.

We work only with small class sizes (4-12 students), allowing us to focus the needs of each individual learner.

## SEN Counselor

### **Responsibilities :**

- Define special education needs and additional learning needs in the context of Insworld Institute, and identify which students require specialist assistance
- Provide specialist support and counselling for Insworld students identified as having special education needs or additional learning needs
- Devise Individual Learning Plans (ILP) for these students, based on assessments of their particular requirements
- Keep accurate records of all sessions with students
- Liaise with academic staff to ensure that ILP recommended practice is applied consistently during lessons
- Monitor student progress and outcomes, and review specialist provision as appropriate
- Assist teachers with lesson planning and preparation
- Devise and conduct training sessions for academic and non-academic staff
- Provide ongoing support, guidance and assistance for all staff, in order to promote best practice in managing students with special needs
- Make recommendations to the Principal about how to improve provision for SEN and other students who face learning difficulties
- Provide specialist counselling sessions for students who have been referred by their Personal Tutor
- Conduct assessments of new students who have identified special educational needs or who may have learning difficulties
- If requested, participate in the interview process for new students, offering specialist advice and guidance
- Actively participate in school out-of-class activities, offering professional support and guidance
- Attend weekly meeting to discuss progress of all students
- Liaise with parents and/or specialist service providers

### **Qualifications**

#### Essential

- University degree in related subject and/or relevant professional qualification

#### Desirable

- Experience of working with SEN students aged 12-19

**Interested applicants kindly send your resume to [hrm@insworld.edu.sg](mailto:hrm@insworld.edu.sg).**

*(We thank you for your application and regret that only shortlisted candidates will be notified)*