



**Whole School Learning Diversity Specialist  
Indonesian National / Local Hire Position  
Apply By: March 22, 2024 Start Date: July 22, 2024**

### **School Overview**

Global Jaya School seeks a passionate, enthusiastic, hard-working and motivated individual to fill a teaching vacancy in our secondary school.

We have distinguished ourselves as a top International Baccalaureate continuum school within Indonesia and Southeast Asia. We are acknowledged and respected for our commitment to delivering well-rounded academic and extracurricular programmes that prepare students to participate in the international community as valuable team members and leaders. Global Jaya School is a non-denominational community that teaches and encourages respect for others by valuing Indonesian culture while embracing international cultural awareness and understanding. Our school implements an international curriculum that fully supports mother tongue language development, and an emphasis on community and inclusion makes it an ideal environment for all community members. Global Jaya School is proudly authorised by the International Baccalaureate Organization (IBO) and accredited by the Western Association of Colleges and Schools (WASC) and the Indonesian Ministry of Education and Culture.

### **Learning Diversity Specialist**

#### **Requirement**

- Indonesian Nationality / Local Hire Position
- Experienced in working with teenagers and/or in the educational field
- Minimum 3 years working in schools in a related position
- Bachelor's degree in special education
- Positive attitude with strong communication skills, both oral and written
- Excellent standard of English, both oral and written. (TOEIC 780 points plus)
- High emotional intelligence abilities
- Efficient computer skills, including using Google Workspace
- Able and willing to work in a dynamic environment, which includes multi-tasking, fast work pace and collaborative inter-departmental planning in support of student needs
- Willingness to take on extracurricular/after-school activity responsibility or club

#### **General Duties**

- Conduct classroom observations
- Communicate and collaborate with families
- Call for, attend, and facilitate meetings regarding students registered on our three-tier LS model
- Collaborate with other counsellors, the subject teachers, CLs, Heads of Years, Programme Coordinators, Principals and the Dean of Students to develop and enhance inclusion in Global Jaya
- Develop an understanding of the student's learner variability and how their strengths might support in removing or reducing barriers to learning.

- Collaborate with teachers, parents, counsellors and the student to support student skill development
- Identify potential learning barriers and develop goals and strategies that minimise such barriers.
- Take the lead in developing, writing, communicating and reviewing Student Success Plans and Individualised Education Plans.
- Provide appropriate documentation, observations and recommendations for all students of concern within the assigned caseload.
- Facilitate and lead both push-in and pull-out support for assigned students.
- Support teachers with creating inclusive classrooms for all students, including the application of Universal Design for Learning, differentiated instruction and inclusive access arrangements.
- Communicate with the wider student success team across various platforms, i.e. Head of Year report, Student Support Team Meetings, and Students of Concern meetings.
- Ensure that inclusion practices are informed by the most up-to-date IB guidance.
- Respect and adhere to GJS school policies and practices.
- Support admissions processes for new student applications to Global Jaya School, as required.
- Any additional reasonable duties as requested by the Learning Diversity Coordinator.

[Full Learning Diversity Specialist Job Description available by clicking HERE.](#)

### **Application Procedure**

Interested and qualified candidates are requested to send the following:

- Letter of application outlining interest and strengths as a candidate
- Current resume
- University Degrees and Transcripts
- Evidence of recent relevant professional development / IB workshop participation
- Contact details of three current professional referees, with one being a current direct supervisor
- Copy of Indonesian police records check

All of the items mentioned above are requested to be scanned into a single PDF attachment and sent to [hrd@globaljaya.com](mailto:hrd@globaljaya.com) with the subject heading "Your Name - GJS Learning Diversity Specialist Application." by the March 22, 2024 deadline.

The review of submissions will begin as soon as applications are received. Candidates should note that Global Jaya School reserves the right to make an appointment at any time if an exceptional candidate is identified early in the process. For this reason, interested candidates are encouraged to apply as soon as possible.

Global Jaya School promotes and protects the safety and well-being of all who learn and work with us and expects all who apply to share in this commitment. Interview and employment offers will be subject to an enhanced background and criminal records check.