

**Head of Department:** Putri Wanna

**Department:** Learning Support

**Observer:** Kandace Law, Director of Student Services

**Observation & Reflection Information:** Observation & Reflection compilation through daily formal and informal in-person and digital interaction with colleagues and staff, student support leadership team meetings, department meetings, teacher and parent workshops

**Staff Professional Goals:**

1. Strategic plan linked goal: Building community partnership by leading a parent workshop.
2. Self-directed goal: Provide LS support to PYP teachers by conducting a teacher-led session.
3. Self-directed goal: Encourage LS students to be more engaged during the interventions (additional goal for the observation).

**Head of Department Observations  
Provided by the Director of Student Services**

**1-September-2025:** Wanna is prepared for meetings, with pre-filled agenda items; There is a structured but relaxing feel to the meeting. There is laughter and participation in the meeting.

**9-December:** Wanna has a well thought out and pre-planned meeting agenda. She made a minor mistake and modelled for her team that she had misunderstood an action item and explained to them her updated understanding. This helps to foster a safe and inclusive environment that allows for growth mindset and making mistakes/accountability as part of our positive culture and climate. The agenda takes a mostly top down approach. Wanna is highly organized and exudes expert level time management skills. She prepares her team for upcoming events far in advance.

**On-Going Head of Department Meetings with the Director of Student Services**

- Wanna contributes not only content/knowledge, but a positive and collaborative culture in our Student Support Team Leadership Meetings. She has readily agreed to present meaningful and engaging topics at our greater Student Support and Services meetings as well.
- Wanna was willing to try a new and innovative way in our school and division to promote connection while lending voice to our team members in providing feedback and data relevant for our 3-5 year strategic planning for Student Support and Services (restorative circles). This approach was highly successful due in part to her positive, willing, and collaborative leadership attitude.
- Wanna had 2 new team members this year and providing coaching support to others. Establishing, maintaining, and reinforcing norms, procedures, and routines has been a major focus for Wanna this school year.
- Wanna embraces and promotes professional development for herself and her team. Wanna embeds professional learning within her department meetings.
- Wanna is prepared for meetings and proactive with agenda items, thoughtful of future planning and calendaring considerations. I often compliment her to others in asking great questions for clarification!
- Wanna advocates for the learning support team and department's needs.

**IBEN Educator Capabilities for Middle Leaders**

Area of focus as determined by the Staff Member (choose 2 to focus for the year)

Communication

Foster open and collaborative communication with students, teachers, and parents.

Information and Media Literacy

Collaboration

Organization

Affective Skills

Reflection

Utilize feedback from DOSS and my team to enhance support for LS students and LS department.

**Team Member/Colleague/Parent/Student Observations**

**Strengths observed by others:**

- “Wanna did great!”- Michael Lattimore 25-November-2025 in regard to a parent meeting that Wanna led.
- “Wanna is highly efficient and organized, particularly when it comes to managing paperwork and documentation. She ensures that required processes are completed thoroughly and on time, which helps the LS department stay compliant and structured. She also demonstrates genuine care and concern for the well-being of team members, fostering a supportive environment where we feel valued.”
- “Wanna is hard-working and highly organized, which ensures that tasks are managed efficiently and effectively. Her commitment to staying up to date with all policies and procedures in learning support reflects her professionalism and reliability. She builds strong and positive connections with the younger students she works with, ensuring trust, engagement, and a supportive environment that helps them thrive and feel comfortable learning. These qualities make her valuable to the success of the department.”

**Areas that staff members look forward to continue to develop as a department or team:**

- “Looking ahead, I am excited to see our learning support department continue to develop together. Strengthening collaboration across grade levels will help ensure smoother transitions for students receiving support. More professional development opportunities focused on differentiated instruction and inclusive/holistic practices will enhance our collective thinking/expertise. Exploring new tools and technologies that can support individual learning plans (ILP). Continuing to build a culture of reflection and innovation in learning support will keep us responsive to evolving student needs. These steps will help us continue to grow as a department I believe.”

The following elements of teaching and learning were observed, utilized, and modelled with team members:

<input type="checkbox"/> Learning driven by inquiry	<input type="checkbox"/> Collaborative learning
<input type="checkbox"/> A LP attribute was explicitly developed	<input type="checkbox"/> Differentiated learning
<input type="checkbox"/> Learning focused on conceptual understanding	<input type="checkbox"/> Students developed as caring global citizens
<input type="checkbox"/> Students (Staff) given agency to guide their learning	<input type="checkbox"/> Learning explicitly developed an ATL skill

**Feedback & Reflection (Here are some prompts, but you do not have to answer all of these)**

What area(s) do you feel are a strength for you?

What are area(s) do you want to further develop?

Why did you choose to do things the way you do (speak to intention)?

What would you possibly change moving forward?

What else?

**Areas of strengths**

Communication - This year, I intentionally focused on strengthening communication and collaboration. For example, I partnered with the counselling team to deliver a parent talk. Additionally, I facilitated targeted meetings with parents of students with ILPs during PTCs/SLCs as part of our partnership with parents.

Reflection - I also worked to cultivate a reflective culture within the Learning Support team. Following key initiatives—such as parent workshops and talks—I invited the team to engage in structured reflection, identifying strengths and areas for improvement to inform and enhance our services for the following school year.

### **Plans for Improvement**

Starting next school year, I would like to adopt a more bottom-up approach to our Learning Support (LS) meetings. At the beginning of the year, I plan to gather input from team members on what they would like to see included in our meeting agendas. This approach aims to amplify team voice and strengthen communication and collaboration within the LS team.

In addition, I would like to provide more individualized support to each team member. At the start of the year, I will schedule one-on-one meetings to better understand their needs and how I can support them effectively. I will also emphasize that they are welcome to reach out to me at any time throughout the school year for ongoing support and guidance.

