



## **Job Advertisement: Special Education Needs Coordinator (part-time position)**

We are seeking a committed Christian with a love for people from all cultures and backgrounds, who could join our dynamic staff team at Maadi Community School.

The successful applicant would be working with children from Reception to Year 12 who have been identified as needing extra support to learn in their classroom environment. The successful applicant would work directly under the supervision of the Principal, and alongside the teaching staff. The position involves having a direct supervisory role of teaching aids within the school community, as well as working with individual students.

The position is a part-time position of currently two days per week.

The successful applicant will:

- Have a strong Christian faith and be an active member of a local church
- Possess well-developed interpersonal skills
- Be committed to ongoing professional development
- Demonstrate special education management skills

Mandatory requirements:

- Reference from current church minister
- Willingness to sign and uphold our statement of faith
- Able to sign our working with children forms and not be prohibited from working with children in any previous employment or volunteer work
- Completion of our application form

Please contact us at [admins@mceducation.org](mailto:admins@mceducation.org) for more information or to ask for an application form.

Please return your application form with your current CV and references.

Applications are due by Sunday 15<sup>th</sup> April.

## **Special Education Needs Coordinator Job Description**

1. Contribute effectively to the development of a positive learning ethos
  - a. Which gives students access to a broad, balanced and relevant curriculum
  - b. Which contributes to students' spiritual, moral and physical development
  - c. Which prepares students for the responsibilities and experiences of adult life.
2. Support staff in understanding the learning needs of students with SEN. When needed, coordinate professional development of staff to increase their effectiveness in responding to SEN students.
3. Ensure that effective systems are in place to identify and meet the needs of students with SEN. This includes:
  - a. Setting realistic expectations of behavior and achievement for SEN students.
  - b. Identifying and disseminating appropriate and effective teaching approaches for SEN students.
4. Develop Individual Educational Plans/Targets for SEN students.
5. Monitor the progress made toward objectives and targets for SEN students.
6. Provide guidance, tools and training for one-to-one teaching assistants who work with SEN students.
7. Observe SEN teaching assistants 2 times per school year, to monitor effective use of resources and learning activities that meet the needs of SEN students.
8. Advise the principal on the level of resources required to maximize achievements of students with SEN.
9. Liase with and coordinate the contribution of external agencies where appropriate and to provide maximum support for SEN students.
10. Collect and interpret specialist assessment data gathered on pupils and use it to inform practice.
11. Maintain effective partnership between parents and the school, providing information to parents about targets, achievements and progress.
12. Collaborate with the Principal and SMT in the decision making process of admitting new students with SEN.
13. Keep records of SEN students' targets, interventions and progress, tracking throughout the school year. Provide progress updates on a regular basis to the Principal.