



JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	SEN Coordinator
Reports To:	Principal & Vice Principal
Department:	Academic
Job Code:	JD/HR/059
Prepared/Revised on:	October 2019

2. JOB PURPOSE/ OBJECTIVE:

- Provision of resources and policy management overseeing the implementation of SEN best practices.
- To supervise the school's intervention program.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	Teacher Assistant (If allotted)
	In-direct Reports:	Teaching Staff

4. KEY ACCOUNTABILITIES:

1.	Manages day to day operation of policy and reports to Vice Principal.
2.	Supports class teachers as and when required.
3.	Compiles and maintains the special educational needs register.
4.	Ensures stages of the code are followed and checks that the required documentation is kept and the appropriate action taken.
5.	Ensures education plans are drawn up.
6.	Maintains contact with parents and support services.
7.	Ensures reviews including annual reviews are carried out.
8.	Ensures adequate training is provided to all relevant staff.
9.	Maintains accessibility of documents and resources.
10.	Maintains up to date knowledge of SEN methods and practices.
11.	Undertakes continuous ongoing training within the field (CPD).
12.	Develops usable policies with sufficient scope to support the school's needs.
13.	Maintenance of data and records.
14.	Supports SEN students and teachers with SEN students.
15.	Coordinates with Academic staff and coordinators to identify students whom are in need of intervention.
16.	Ensures that students and parents are aware of the purpose and benefits of those interventions.
17.	Prepares and revises all documentation related to SEN provision.
18.	Records, maintains and analyses data of interventions and facilitators conducting those interventions.
19.	Contacts parents of students in need of intervention and conveys in detail the main purpose of intervention and its benefits for their child.
20.	Counsels students and makes sure that they understand the main purpose of intervention,



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	prior to intervention starting.
21.	Prepares the intervention session schedules and distributes them to the students and facilitators.
22.	Ensures that the facilitators are conducting the sessions within the school's rules and regulations.
23.	Prepares termly Intervention reports for senior management.
24.	Follows a non-discriminatory and a positive reinforcement methodology at all times.
25.	Be fair and consistent in dealing with individual students and avoid any form of personal criticism or physical contact which may be deemed culturally offensive, inappropriate or unacceptable
26.	Acknowledge and respect the professionalism of peers and assist peers and Academic Coordinators wherever necessary within a team spirit.
27.	Maintain professional standards in all interactions with parents to support and develop the ICS parents mutual partnership.
28.	Follow and adhere to the ICS Confidentiality Policy
29.	Uphold the ICS code of conduct and all ICS policies, rules and procedures in a supportive and positive manner.
30.	Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice / Assistant Principals, where they do not breach ICS policies.

5. (KPIs) KEY PERFORMANCE INDICATORS

1.	Creation of usable policies with sufficient scope to support the school's needs.
2.	Implementation of relevant school policies and procedures.
3.	Supports SEN students and teachers with SEN students.
4.	Maintenance of data and records.
5.	Accessibility of documents and resources.
6.	Supervision of Remedial classes and reporting.
7.	Effective scheduling of remedial sessions and distribution.
8.	Monitoring of facilitator performance and reporting.
9.	Analysis, updates and maintaining of reports of students and facilitators Interventions.
10.	On time updating and preparation of Intervention letters and publications.
11.	Effective relationships with parents and students.
12.	Campaigning with parents and students for Interventions
13.	Knowledge of SEN methods and practices.
14.	Continuous ongoing training within the field (CPD).
15.	Adequate training provided to all relevant staff.
16.	Meet all deadlines.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:	Vice principal, Principal, Supervisor, Coordinator, Teacher & Shadow Teacher.
External:	Parents and relevant external agencies.

7. QUALIFICATIONS, EXPERIENCE & SKILLS:



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Minimum Qualifications:	Graduate with teaching qualification appropriate to a subject from a recognised academic institution.
Minimum Experience:	4-10 years' experience in a similar industry.

8. COMPETENCIES:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The below requirements are a must for the appropriate accomplishment of this job:

1.	Excellent communication skills
2.	Self-confidence.
3.	Advance level of MS Office skills, Internet/Email applications
4.	Ability to work under pressure and to meet deadlines schedule.
5.	Team work.
6.	Problem solving and decision making.
7.	Good organization and administratively skills in terms of record keeping and follow up.
8.	Patience and empathy in responding to the unique needs of individual students.
9.	Assertiveness and fairness in handling conflict and behavioural problems.
10.	Willingness to work occasional extra hours.
11.	Competent in the operation of a range of standard audio-visual teaching aids.

9. APPROVALS & JOB HOLDER ACKNOWLEDGEMENT:

Employee:

Name	Signature & Date
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Principal:

Name	Signature & Date
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