



# Beau Soleil

Collège Alpin International

## JOB DESCRIPTION

<b>Title</b>	SEN Coordinator
<b>Department</b>	English and Student Support
<b>Reports to</b>	Faculty Lead English and Student Support
<b>Location</b>	Villars-sur-Ollon, Switzerland

<b>Purpose</b> <i>(why the position exists, within what limits and with what objectives)</i>	<p>The SEN Coordinator plays a vital role within our learning community, supporting students to achieve and to enjoy learning. Working within the Faculty of English and Student support, this is a role which has whole school scope and requires effective collaboration with colleagues in every department.</p> <p>As SEN Coordinator, you will devise, and lead the provision of one to one support, in-class assistance, exam accommodations, plus all relevant screening and assessments. You will liaise with the Faculty Leaders, House teams, external providers, and examination boards as well as with parents, programme leaders and the Deputy Head and Assistant Head Academic to ensure that all our students are equipped with the tools and support they need to flourish.</p> <p>A key element of the post is to track students' progress and evaluate the impact that the SEN team bring to students' education and their overall success. Whether it is dyslexia support, or time management and organisation, as SEN coordinator, your work will have a direct and lasting impact on students' ability to cope with the pressures of academic study. This requires excellent administrative as well as communication skills and the confidence and willingness to advise and teach teachers how best to support their SEN students.</p>
<b>Package</b>	Competitive remuneration and benefits based on experience
<b>Key Responsibilities</b>	<p><b>Essential Professional Characteristics</b></p> <ul style="list-style-type: none"><li>• Designing, co-ordinating and implementing a school-wide policy and curriculum content plan for students needing learning support</li><li>• One to one, small group and in-class support of SEN students</li><li>• Writing referrals for external specialists and liaising with colleagues regarding progress</li><li>• Maintaining and updating records for students needing learning support including the distribution and storage of confidential reports from external agencies when appropriate</li><li>• Identifying and implementing suitable testing procedures for current students, and for applicants prior to admission and supporting with the Admissions process</li><li>• Providing teachers with support in order to devise strategies for helping students needing learning support including IEPs for each student and behaviour management programmes where needed</li></ul>



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- Co-ordinate special considerations (extra time, small room settings) for students undertaking both internal and external exams (including contact with relevant exam boards)
- Compiling the examination timetable for students with special accommodations and arranging the examination hall for those undertaking both internal and external examinations
- Submitting requests for special accommodations to the appropriate examination boards.
- Providing leadership and co-ordination for other teachers involved in learning support
- Build up and maintain a resource bank with purchased and adapted materials for students needing learning support.
- Undertake to keep up-to-date with relevant research, materials and techniques that emerge relating to students needing learning support, with particular reference to ICT

## **Pastoral Duties**

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole
- Contribute to the preparation of action plans and other support mechanisms
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Communicate effectively with Housemasters and mistresses (HSMS) and / or parents of students, liaising with other staff as appropriate;
- Support the boarding house via weekly duties and occasional other events

## **Extra-Curricular Activities**

- Support the life of the school beyond the classroom
- Lead one or more agreed after school activities each week
- Participate in residential weeks and other trips as appropriate
- Contribute to whole school learning initiatives

## **Other Requirements**

- Contribute positively to the morale and community spirit in the school
- Work effectively in different teams
- Assist in whole school marketing initiatives and contribute to the growth of the school
- Operate at all times within the stated policies and practices of the school
- Maintain an up to date knowledge of good practice in teaching techniques
- Maintain subject(s) or specialism(s) to enable effective teaching
- Keep knowledge of wider curriculum developments up to date
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues



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	<ul style="list-style-type: none"><li>• Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements</li><li>• Any other appropriate duties as allocated by members of the school's leadership team</li></ul>
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified to degree level or above</li><li>• Qualified Teacher status</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven track record with at least two years' teaching experience</li><li>• Experience of being part of a highly successful SEN department and school</li><li>• Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly</li></ul>
<b>Person Specification</b>	<ul style="list-style-type: none"><li>• Passionate about education and learning</li><li>• Evidence of commitment to continuous professional development</li><li>• Understand the complex and demanding environment of an international boarding school community</li><li>• Warmth and kindness, with flexibility and empathy</li></ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Excellent oral and written communication skills</li><li>• Strong organisational skills</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li><li>• Compliance with visa requirements for working in Switzerland</li></ul> <p><b>Promote and adhere to Nord Anglia Education's vision and values:</b></p> <p>We are ambitious for our students. We believe that:</p> <ul style="list-style-type: none"><li>• There is no limit to what every student can achieve</li><li>• Creativity and challenge help us get better every day</li><li>• Learning should be personalised to each child</li><li>• Unique global opportunities enhance every student's learning experience</li></ul>
<b>Package</b>	Competitive remuneration and benefits based on experience