



## **Learning Support Coordinator**

*Required for September 2018*

**Closing date 12pm (CET) on 20 April 2018**



## About the school

*The British School of Amsterdam provides high quality education, much of which is outstanding. The behaviour, attitudes and engagement of pupils in their learning is exemplary. They are a credit to the school. Personal development is of a high order. Pupils feel secure and valued within the friendly mutually trustful learning environment that prevails throughout the school. Pupils are well supported by excellent pastoral care and robust welfare, health and safety policies and procedures. The pupils, parents and staff are highly committed to the school and feel valued and appreciated. The curriculum is broad and balanced, enriched by a range of extra-curricular activities.*

British School Overseas  
Inspection Report (November 2016)

The British School of Amsterdam is an independent co-educational non-profit day school providing world class learning for children from 3 to 18 years. Currently based on three campuses in the south of the city of Amsterdam in the Netherlands, the school is organised into four departments: Early Years (3-5 years), Infant (5-7 years), Junior (7-11 years) and Senior (11-18 years) each with its own Head and team of staff. We currently have more than 900 pupils across the school. The British School of Amsterdam is directed by a whole school management team comprising the Principal, Bursar and the Heads of the Early Years, Infant, Junior and Senior schools. The Support Staff consists of admissions, finance, IT, facilities and HR.

Our school offers a stimulating and caring environment, enabling all children to realise their full potential academically and to develop the skills and confidence for a fulfilling and responsible life in a changing society. We believe that education should nurture a love of learning, a sense of curiosity, a sense of self-worth and the worth of others, a global awareness and a sense of responsibility. As a school, we seek to develop inquiring, imaginative, fascinated, knowledgeable and caring young people with an eagerness for knowledge and a sense of value. Together, we aim to provide young people with the skills they will need to make informed choices in a moral context throughout the rest of their lives.

We are, proudly, a non-selective school with high expectations of all pupils and staff. Our staff are the school's greatest asset; they are professional, caring, committed and work together, whatever their role, to provide the best possible education for the children in our care.

We are accredited by the UK Government as a British School Overseas offering the English National Curriculum leading to IGCSEs and A-Levels. Our most recent inspection report can be found [here](#).

## About the role of Learning Support Coordinator

We are looking for a highly effective Learning Support Coordinator who also acts as the Head of the Curriculum Support Faculty to lead, develop and support effective practice for pupils with Special Educational Needs and/or Disabilities (SEND), English as an Additional Language (EAL) and those who are More Able, to ensure that they can make rapid progress in line with the school's expectations. Exam Access Arrangements for public examinations is a responsibility and membership of the Association of Educational Psychologists or a specialist assessor with relevant accredited qualification in Exam Access Arrangements (CPT3A) is highly desirable.

The ability to teach a subject to GCSE level is essential.

More information can also be found in the [Senior School Profile](#).

## Main responsibilities

Responsible to the Head of the Senior School

### Key responsibilities

- To support colleagues, including all other Heads of Faculty and members of the Leadership Team, in their work for the development and improvement of the pupil's academic performance.
- To promote inclusion throughout the school.
- To advise, model and coach teachers on the use of intervention and challenge strategies for individual/groups of children.
- To ensure that a team of learning support assistants are deployed effectively to meet the needs of SEN pupils and to recommend and support training opportunities for them.
- To liaise with the Admissions Department, the Head, Deputy Head, head of key stages and heads of faculty regarding the induction of all new pupils and creating a profile of information about the pupil as they start the school.
- To monitor behaviour across the school and plan appropriate interventions in partnership with the relevant staff.
- To identify strategies for raising the attainment of pupils and to work towards these identified and agreed goals.
- To actively promote the School and liaise with outside agencies as necessary.
- To contribute to discussions and decisions at Head of Faculty meetings.
- To communicate and consult with staff, pupils, parents and members of the local community as necessary.
- To be active in issues of staff and pupil welfare and support and manage Child Protection issues.



- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.
- To be a form group tutor and work with the Key Stage team in the nurturing of all pupils.
- To liaise with the Learning Support Team across the whole School, but more specifically with the induction of the Year 6 pupils from the Junior School.
- To line manage members of the Faculty.
- To maintain a strategic oversight of SEND and EAL provision throughout the School, including policy writing, updating pupil information, staff training, liaison with parents/carers and external agencies.
- To lead the development across the School of the most effective teaching approaches and learning strategies for pupils with SEND, EAL and additional needs.
- To coordinate and ensure high standards of assessment, evidence gathering and compliance for access arrangements for public examinations.
- To liaise with the Examinations Officer to ensure up-to-date information and records for access arrangements and communicate information on access arrangements to staff.
- To conduct baseline assessment on all students on entry to the Senior School.
- To analyse and communicate assessment data for teaching, learning and access arrangement purposes.

## Contract and benefits

The post is full time, and in the first instance temporary for one year.

Benefits include

- Competitive salary
- Relocation allowance (for expatriate staff)
- Pension plan
- Possibility of applying for a tax discount for overseas highly skilled migrants in the Netherlands (commonly referred to as the 30% Ruling)
- Free school places for employees who qualify for the 30% Ruling

## Person specification

### Qualifications, skills and experience

The successful person will have

- A good honours degree and a recognised teaching qualification, for example, a PGCE
- Three years' experience in the UK curriculum
- Hold a Level 7 Qualification in SpLD and a current APC (desirable)
- Experience of Special Educational Needs within secondary education
- Experience of teaching pupils with English as an additional language
- Experience of working in an International school setting (desirable)
- Good IT skills

- The ability to work with a range of pupils at all levels

### Personal qualities

The successful person will have:

- A (very) good sense of humour
- Good inter-personal skills
- Enthusiasm that inspires others
- Excellent communication skills
- Positivity and perseverance

## Application process

Click [here](#) for an application form. The application form should include a covering letter, addressed to the Principal, Paul Morgan, and the contact details for two referees. Once completed it should be sent to [recruitment@britams.nl](mailto:recruitment@britams.nl) by **Friday 20 April at 12pm (CET)**. Further information can be obtained by sending an email to [recruitment@britams.nl](mailto:recruitment@britams.nl). After the closing date we will contact successfully shortlisted candidates with more details about the interview process. Interviews will take place in Amsterdam on Monday 30 April and Tuesday 1 May 2018.



## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be subject to receipt of two satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks including an enhanced DBS check and, where applicable, overseas police checks.

Main address: Anthonie van Dijkstraat 1a  
1077ME Amsterdam  
The Netherlands

Senior School: Fred. Roeskestraat 94  
1076 ED Amsterdam  
The Netherlands

E-mail: [recruitment@britams.nl](mailto:recruitment@britams.nl)  
Main telephone: +31 (0) 20-67 97 840  
Senior School: +31 (0) 20-67 90 183 (term time only)