



Job Description Form

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”

Position Title	Primary Special Educational Needs/ Learning Support Coordinator	Reference: 12/01/2021
Function/Department	Academic	Location: Sukhumvit 107
Report To	Head of Inclusion	
Position Type	Fixed term	
Position Status	Full Time	

Position Objective

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.

Directly reporting to the Head of Inclusion. The role of the Primary Special Educational Needs/Learning Support Coordinator is an essential role to build and maintain a successful Learning Support program across Primary and Early Years.

Responsibilities/Role

- **An administrative role-** maintaining files, writing Learning Plans, overseeing systems, determining resources and provisions needed to support the role, timetabling, attending meetings with colleagues/parents and keeping official records of such meetings.
- **A leadership role-** line managing a team of Learning Support Assistants,



Job Description Form

- **A liaison role-** liaising and working collaboratively with relevant staff members and teams, parents, Occupational Therapists, Speech and Language Therapists, Educational Psychologists, counsellors
- **A supportive role-** leading by example, helping and supporting staff throughout school by providing ideas and having a hands-on approach, being an advocate for SEN children and parents, develop and deliver positive learning situations for students who find some of their learning challenging.
- **A staff developmental role-** keeping up to date with current SEN developments and disseminating information to colleagues via training, supporting staff in their own professional development of SEN.
- **A diagnostic role-** undertaking appropriate diagnostic assessments and incorporating information gathered within Learning Plans, on-going day to day formative assessments to ensure each student reaches their full potential.
- **A teaching and learning role-** developing creative tailored teaching encouraging each student to reach their personal potential, individual planning to support the needs of the children, reflecting on the children's learning; work to develop an appropriate curriculum for some individual students with higher needs whom the mainstream Primary curriculum/classroom may not be the best learning environment.
- **A quality assurance role-** monitoring and evaluating current systems, awareness of school policies and procedures.

Parents

- Collaborate with parents to provide a 'team around the child' approach to supporting students who need additional support.
- Coordinating parent meetings to set targets and review a students' progress. Plan and lead appropriate parent workshops focusing on different aspects of Special Educational Needs/Learning Support

General

- To provide any other reasonable duties delegated by the Head of Inclusion/Head of Primary

Position Requirements

- Experience in a similar position in an International School environment would be a distinct advantage
- Applicants with a SEND background or SEND qualification would be advantageous
- Excellent communication skills, multi-tasking and time management
- An ability to work as a part of a team and an interest in participating in the wider school community

Qualifications

- Recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- or equivalent educational level qualification plus SENCO/Specialist qualification

Contacts

- Head of Inclusion, Leadership Team, Teachers, Learning Support Assitants
- Liaises with students & Parents
- Co-ordinate with Administration Department



Job Description Form

Terms of Employment

- Full Time role
- Paid Annual Leave during prescribed School holidays
- Paid sick and hospitalisation leave
- Other benefits dependent on terms of employment
- Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).