



ST. CATHERINE'S
BRITISH SCHOOL

Athens, Greece

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Head of Learning Support Centre

Candidate Brief



Welcome from the Headteacher, Jon Perriss

Dear Candidate,

Thank you for taking the time to consider this position. St. Catherine's British School is, by reputation, the school in Athens, and indeed, in Greece. We are one of only two HMC schools in Greece and are an executive member of COBIS. We are a large school with top quality facilities, bright and aspirational students, talented staff, and fantastic parents and alumni. We are also a community that is warm, welcoming and engaging, with our values of Care, Dedication, Curiosity and Integrity embedded throughout.

We offer an excellent package to staff, from generous fee remission for staff children, to assistance programmes, private medical insurance and well supported CPD. Greece is also a beautiful and wonderful place to live!

As Head of Learning Support Centre at St. Catherine's British School, you will lead and manage our comprehensive learning support programme, supporting students in their academic growth and personal development.

I have just started at the school and am excited by the opportunity to take St. Catherine's forward over the next few years;

I would love for you to join me on this journey.





About St. Catherine's British School

Staff and governance

St. Catherine's British School has approximately 1,350 students aged 3 to 18, situated in Lykovrissi, near the vibrant area of Kifissia and just a short ride from the historic centre of Athens.

The School has a workforce of around 320 Teaching and Support Staff. As one of the few British Schools Overseas (BSO) accredited schools in Greece, we uphold the highest international standards whilst also maintaining our British Heritage.

Values

Our values are Care, Dedication, Curiosity and Integrity. We champion them every day and they are embedded throughout our community.

Purpose

Working in partnership with families, we empower young people to understand, care, and create a better future, delivering a high-quality British education that equips students for global success.

We are proud to be an IBO World School, teaching the EYFS curriculum, IGCSEs, and the International Baccalaureate (IB) Diploma Programme.

The school is an ambitious, high-quality environment, as well as being a warm and inclusive community. Our modern facilities, including an impressive new Upper School campus, offer inspiring spaces that enhance the learning experience.

Our public exam results are outstanding, and we also place great importance on student and staff wellbeing, outdoor experiences (the Duke of Edinburgh International Award), sport, music and the performing arts. The parents are supportive and engaged and we are fortunate to have an impressive board of governors to support and guide us.





IB & GCSE RESULTS

St Catherine's flourishing IB Diploma programme each year sends **over 90** graduates to many of the world's leading institutions.

In May 2024, **97%** of the cohort passed the Diploma with an **average grade of 36 points**, with 26% of the students securing 40 points or more. They secured places at Cambridge, Oxford, Yale, Columbia, Imperial, King's, UCL, Brown, Edinburgh, Tufts, McGill, Trinity College Dublin and Bocconi universities, amongst others. Half of the graduates will study in the UK, a quarter in North America and the remainder entering institutions across the European Union.

In 2024, the **average GCSE grade** was **6.78** (just below and A grade in 'old money') with streamlined academic programmes throughout the school supported by innovative technology.





OUTDOOR EDUCATION

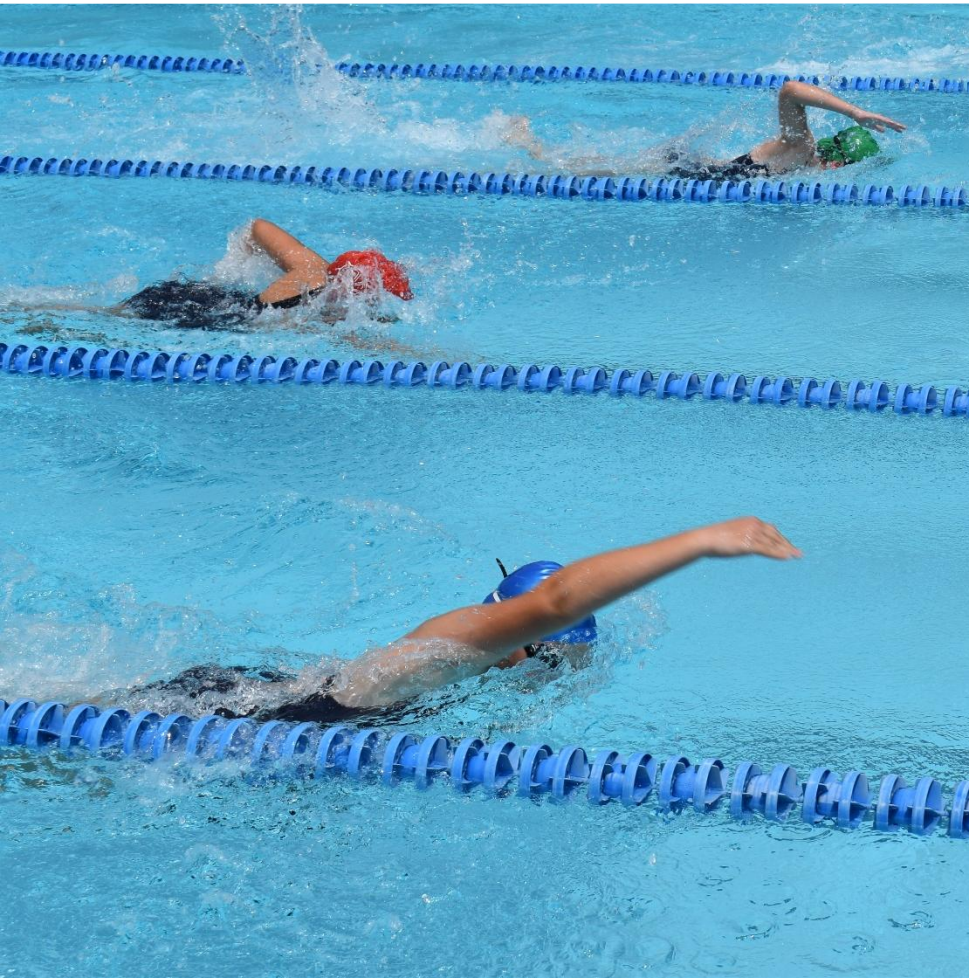
Outdoor education complements traditional academic learning by offering hands-on experiences that make learning more engaging and relevant. It involves activities that help students develop personal and social skills, environmental awareness, and a sense of adventure through outdoor experiences like hiking, camping, and team-building exercises. The goal is to engage students in real-world learning by fostering a connection with nature, enhancing physical activity, and encouraging problem-solving and critical thinking outside the classroom.

The Duke of Edinburgh's International Award

The Duke of Edinburgh's International Award, which has been running worldwide since 1956, is a prestigious and highly-prized, internationally-renowned programme which enables participants' development through a series of self-directed Skill, Physical Recreation and Voluntary Service activities and an overnight expedition.

Participants are required to engage in activities in each of these areas, pushing their limits and broadening their horizons. By completing these challenges, young people not only enhance their personal development but also gain a sense of achievement and self-confidence that lasts a lifetime.

Our students enjoy taking part and it's always exciting to see their personal development as they progress through the Bronze, Silver and Gold levels of the Award.



SPORT

St. Catherine's British School is well-known for its robust sports program, emphasizing both participation and excellence in various athletic disciplines.

The school participates actively in a wide array of international competitions, including prestigious events like the World School games (held each year in Dubai) and the Council of British International Schools (COBIS) games. The latter tournament gathers students from British schools across the globe, offering them the chance to compete in sports such as athletics, swimming, and football at renowned venues like the Olympic Stadium and Aquatic Centre in Athens. St. Catherine's often sends teams to these games, promoting sportsmanship and teamwork among its students.

The school's sports curriculum also includes regular interschool matches and participation in local Greek competitions. These events cover multiple sports categories such as tennis, basketball, football, and volleyball, giving students numerous opportunities to compete at both junior and senior levels.

With excellent facilities and a commitment to holistic development, St. Catherine's fosters a strong culture of physical education, preparing students not only for local events but also for international sports tournaments.



MUSIC

St Catherine's British School boasts a vibrant and dynamic Music Department that provides students with a wide range of opportunities to develop their musical talents.

The school offers instrumental lessons in nearly any instrument of choice, and students can take part in graded music examinations. There is also the option to take part in speech and drama exams through the London Academy of Music and Dramatic Arts (LAMDA), adding a unique element of performance to their musical education.

Music is integrated into both the curriculum and extracurricular activities, giving students opportunities to perform in ensembles, orchestras, and school productions. Regular concerts, performances, and musical events take place, showcasing the students' talents in front of the school community.

The School emphasizes not only musical excellence but also personal growth through the arts, aligning with the school's broader mission to cultivate well-rounded global citizens. These offerings make St Catherine's a nurturing environment for students to explore and enhance their musical skills while enjoying a holistic educational experience.





DRAMA

St. Catherine's Upper School Theatre Department boasts **2 state-of-the-art Black boxes**, designed with all the necessary Theatrical equipment to be able to run successful weekly KS3 Drama lessons, GCSE Drama classes and IB Theatre as well. With regular use of our **trailblazing school's theatre**, the Theatre Department also caters for the high numbers of students who love performing and working backstage. With **Drama Clubs** running most lunchtimes, we produce **two productions every year**, one KS3 play and one KS4/IB play.

Our plays vary in content and style, our recent productions include Shakespeare's "A Midsummer's Night Dream", "The Addams Family", Priestley's "An Inspector Calls" and many more. Our performances do not stop there, IB and GCSE students also regularly showcase their work in the Black Boxes, which are perfectly suitable for more intimate and modern performances.

St. Catherine's British School in Athens offers students the opportunity to participate in **LAMDA (London Academy of Music and Dramatic Art)** exams, a prestigious qualification in the arts, which enhances their confidence in performance, public speaking, and drama. These exams help develop communication and acting skills in students from a young age, encouraging both creativity and poise.

Throughout the school year, St. Catherine's students take part in numerous performances, including plays, musicals, and recitals, showcasing their talents. These events not only enrich the students' school experience but also allow them to connect with wider audiences, including parents and the local community.

By nurturing their dramatic and musical abilities, the school fosters a strong appreciation for the arts, contributing to the students' holistic development.





I joined St. Catherine's in 2014 and was immediately welcomed into a supportive, enthusiastic and creative community of professionals whom I am now lucky to call my friends. Over the years, I have often reflected on the importance of such a collaborative and inclusive work environment, which offers opportunities for growth and creative freedom, allowing teachers to do what we love. Ten years down the line, my son now also attends St. Catherine's and is thriving in Year 1. He absolutely loves his school, his teachers and his diverse friendship group! – Andri, English Teacher, Upper School



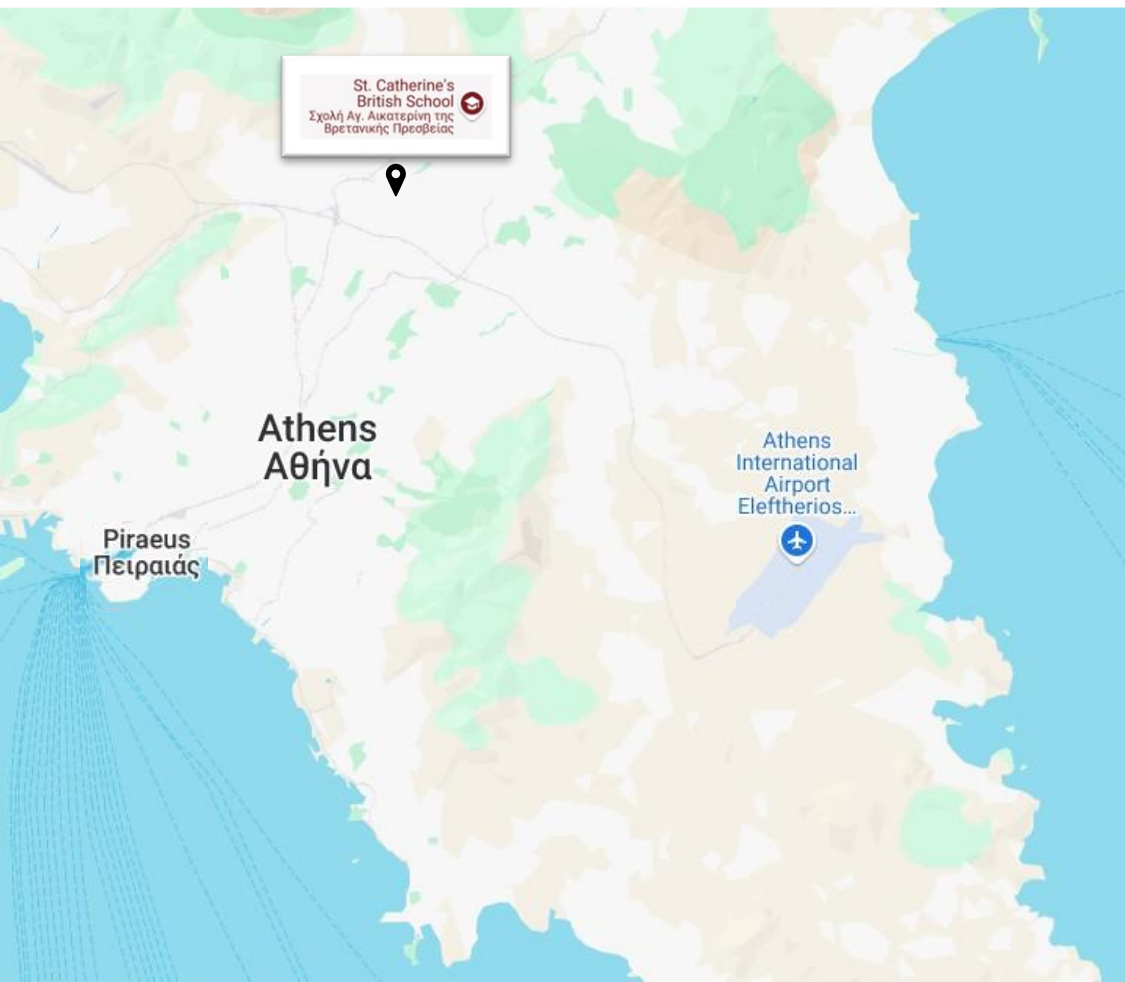
Over the past decade working at St. Catherine's, I've had the privilege to witness and contribute to the growth and development of countless students. This journey has been both rewarding and challenging, pushing me to constantly evolve as an educator. The supportive environment and collaborative spirit among colleagues have made it a truly fulfilling experience, and I'm proud to be part of a community that values integrity, critical thinking, and student success. – Stefanos, Computer Science/Technology Teacher, Upper School



Athens, Greece

Living in Greece offers a unique blend of stunning landscapes, rich history, and a Mediterranean lifestyle. Athens is a city where ancient ruins meet modern cafés, providing a dynamic and culturally rich environment. Enjoy sun-filled days, beautiful islands a short ferry ride away, and the famous Greek hospitality. The cost of living is affordable, and the quality of life is high, making Greece an ideal place to live, explore, and experience a true work-life balance.





Getting to St. Catherine's British School

- **By car** – School offers free parking
 - a. 35mins from the Airport
 - b. 40mins from the Centre of Athens (Acropolis)
 - c. 40mins from Piraeus
- **By train** – walking distance from Kifissia and Marousi stations
 - a. 60mins from the Airport
 - b. 55mins from Centre of Athens (Acropolis)
 - c. 55mins from Piraeus

St. Catherine's British School places us at the heart of a quiet residential area, while still being close to the bustling centre of Kifissia. There are a lot of green spaces around, shopping centres and food markets.

The centre of Athens is just a quick ride away, either by car or train. Public transport is very widely used, with a small monthly fee.



Job overview

As Head of Learning Support Centre at St. Catherine's British School, you will be responsible for leading and managing the provision of learning support services within the Upper School.

Beyond overseeing the Learning Support Centre's day-to-day operations, you will collaborate closely with academic departments to integrate its rich resources into the curriculum, equipping students with essential tools and skills.

The Learning Support Centre also serves as a hub for independent learning, supporting students in navigating information effectively and responsibly—not only for academic success but for personal well-being and good citizenship. Your leadership in this space will empower students to become discerning, thoughtful learners in an ever-evolving world.

At St. Catherine's, we are committed to fostering a culture of innovation, intellectual engagement, and professional development. This is an exciting opportunity for a compassionate educator committed to empowering all students to achieve their full potential.



Headteacher

Head of Upper School

Deputy Head
(Academic)

Head of Learning Support Centre



Job description

- Develop and implement a strategic vision for the Learning Support Centre that aligns with the school's mission and educational objectives.
- Manage the daily operations of the Learning Support Centre, including the allocation of resources, supervision of staff, and maintenance of records.
- Lead and support a team of learning support staff, providing guidance, mentoring, and professional development opportunities.
- Identify students with special educational needs and coordinate the development of Individualized Education Plans (IEPs) tailored to each student's requirements.
- Monitor and assess the progress of students receiving learning support, adjusting interventions as necessary to promote academic success.
- Ensure that students have access to appropriate accommodations during assessments and examinations, coordinating with relevant staff to implement these provisions.
- Work closely with teachers and Heads of Departments to develop and implement inclusive teaching strategies that cater to diverse learning styles.
- Provide training and resources to academic staff to enhance their ability to support students with learning difficulties within the classroom setting.
- Participate in curriculum development to ensure that learning support considerations are integrated into teaching plans and materials.
- Coordinate referrals to external agencies when specialized assessments or interventions are required.
- Develop and maintain policies and procedures related to learning support, ensuring compliance with national educational standards and regulations.
- Keep accurate records of students' needs, interventions, and progress, maintaining confidentiality and adhering to data protection policies.
- Promote awareness and understanding of learning support services within the school community, encouraging a culture of inclusivity and support.
- Organize workshops and informational sessions for parents, staff, and students to educate them about learning differences and support strategies.

No job description is entirely comprehensive and, as in any senior role, other duties will arise regularly. The specific responsibilities described here will be kept under review.



Candidate requirements

- A relevant degree in Education, Special Education, or a related field.
- Qualified Teacher Status (QTS) or equivalent certification.
- Significant experience in a learning support or special educational needs role within an educational setting.
- Strong leadership and management skills, with experience leading a team.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with students, staff, parents, and external agencies.
- In-depth knowledge of current legislation, policies, and best practices related to special educational needs and disabilities (SEND). Commitment to promoting inclusion and equality within the school environment.
- Informed about current developments in special education and incorporate best practices into the school's learning support program.



Person Specification

- Works well in a team
- Knowledge of IB Diploma Programme and IGCSE curricula
- Familiarity with digital learning platforms and timetable management systems
- Secures a good standard of behaviour in the Learning Support Centre by establishing appropriate rules and high expectations of behaviour within the context of the school's behaviour policy
- Confident ICT user
- Knows how to present information to parents and carers
- Ensures that the learning environment is safe and that risks are adequately assessed



St. Cat's Life & Benefits



**Discounted Fee
Remission for 2
Children**



**Discounted prices
in the canteens**



**Employee Assistance
Programme (EAP)**



Free Parking



**Private Healthcare
for your Family**



**Private
Pension**



**Professional
Development**



**Relocation Support
if applicable**



Sports Facilities



**Prepaid Card
For Groceries**



**Visa Support
if applicable**



**Work-life
Balance**



© Whole staff photo Sept 2024



Application

Candidates will be invited to attend a formal interview and have a tour of the school. We reserve the right to call the candidates before the submission deadline. We therefore actively encourage early applications.

Closing date

Midday

7th March 2025

Interview week

17th – 21st March 2025

Application Form

[Click here to download the application form](#)

St. Catherine's British School is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.