



Position Title	Secondary Learning Support Coordinator	
Function/Department	Inclusion	Location: Sukhumvit 107
Line Manager Title	Head of Inclusion	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Directly reporting to the Head of Inclusion, the role of the Secondary Special Educational Needs/Learning Support Coordinator is an essential role to build and maintain a successful Learning Support program across Secondary

Responsibilities/Role

Overall Responsibilities

- **Administrative** - 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. Keep the Head of Inclusion informed about new LS students and up-to-date with any LS register adaptations.
- **Leadership** - line manage the LSAs with support from the Head of Inclusion.
- **Liaison** - liaising and working collaboratively with relevant staff members and teams, parents, Occupational Therapists, Speech and Language Therapists, Educational Psychologists, counsellors
- **Support** - leading by example, helping and supporting staff throughout school by providing ideas and having a hands-on approach, being an advocate for Neurodiverse children and parents, developing and delivering positive learning situations for students who find some of their learning challenging.
- **Professional Development** - keeping up to date with current SEN developments and disseminating information to colleagues via training, supporting staff in their own professional development of Neurodiversity.
- **Diagnostic** - 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. Identify children who may benefit from additional support and target through intervention where appropriate. Access Arrangements: to organise relevant students to be assessed, organise exam process and inform staff.
- **Teaching & Learning** - 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 Secondary curriculum/classroom may not be the best learning environment, communicating any updates effectively with staff. Responsible for tracking Neurodiverse progress (e.g., adapting push in/pull out) to suit the diverse needs of our Neurodiverse students.
- **Quality Assurance** – monitoring and evaluating current systems, awareness of school policies and procedure

Parents

- Collaborate with parents to provide a 'team around the child' approach to supporting students who need additional support. Updating and reviewing ILP documents.
- Coordinating parent meetings to set targets and review a students' progress. Plan and lead appropriate parent workshops focusing on different aspects of Neurodiversity/Learning Support
- To be the first point of contact for parents of Secondary LS students. Supported by the Head of Inclusion where needed.

General

- Work alongside the DSL to ensure the safety and wellbeing of students who are neurodiverse
- Coordinates with the Administration Department and Finance Team when required



- Work alongside the Steps team and other support as required
- To provide any other reasonable duties delegated by the Head of Inclusion/Head of Secondary

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
- An awareness of alternative curricular offering life skills type learning, such as ASDAN would be an advantageous

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
- Monthly Stipend Allowance - 4000THB

Safeguarding

- The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom they come 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 Designated Safeguarding Lead or to the Head of School so that a referral can be made accordingly to the relevant third party services.