

Position of Diverse Learning Coordinator (Junior Sector) on full-time basis

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

San Anton School is seeking to recruit a Diverse Learning Coordinator (as per Appendix 1) on an indefinite full-time basis. The vacancy required will cover Early Years and Junior Sector.

Eligibility Requirements

By the closing date and time of this call for applications, applicants must be professionals in possession of:

- (i) A relevant qualification at MQF level 7 in Inclusive Education or equivalent and three (3) years of related experience in an educational setting preferably in Early Years and/or Junior Sector;

OR

- (ii) A relevant qualification at MQF level 6 in Inclusive Education or equivalent and five (5) years of related experience in an educational setting preferably in Early Years and/or Junior Sector;

OR

- (iii) A relevant qualification at MQF level 5 in Inclusive Education or equivalent and ten (10) years of related experience in an educational setting preferably in Early Years and/or Junior Sector.

All things being equal, applicants with additional higher qualifications will be given preference.

Position details

The salary for the position of Diverse Learning Coordinator starts at €25,656 per annum (in 2021), rising by annual increments of €531.17. The basic salary will be further complemented with allowances pertaining to the role.

The position of Diverse Learning Coordinator is on a full-time (40 hours) indefinite basis with a one-year probation. The selected candidate may be required to undertake in-house or external training as a condition of successful conclusion of the probationary period.

Appendix I

- Participating in the development of a School-wide Inclusion policy in collaboration with the Head of School and Heads of Sector, school staff, learners and parents;
- Ensuring the effective implementation and monitoring of this policy and related actions so as to ensure equitable access to a relevant curriculum for students with a statement of support;
- Overseeing the formulation, implementation and review of IEPs for students with a statement of support;
- Ensuring the co-ordination of the provision of access arrangements for students with a statement of support;
- Adopting and working towards the implementation of the school development plan;
- Compiling, accessing and regularly monitoring the records of students with a statement of support;
- Advising the Senior Management Team (SMT) on the procurement and management of IEN resources in schools and monitoring their utilization;
- Ensuring that Individual Transition Programmes (ITP) are implemented before transition from one school to another or from one sector to another and participating in the development of such programmes, including school-to-work ITPs where applicable;
- Liaising with feeder and receiver schools as applicable;
- Coordinating all staff assigned to students with a statement of support;
- Facilitating links between Learning Centres, Resource Centres and other specialised services through networking activities;
- Mentoring and supporting teachers/learning support educators in the application of evidence-based instructional strategies to support students with diverse learning needs;
- Ensuring that students with a statement of support are encouraged to develop functional skills and where possible to begin taking responsibility of their own learning and enhancing their independent skills;
- Liaising with and providing technical advice to colleagues in schools and other professionals, including the school's multi-disciplinary team, who are in contact with students with a statement of support;
- Under the direction of their respective lead and Head of School, liaising with external agencies involved in supporting students with a statement of support;
- Coordinating professional development opportunities for colleagues and participating in CPDs;
- Liaising with, guiding and collaborating with parents/guardians of students with a statement of support;
- Adopt a multidisciplinary approach to the setting up, monitoring and implementation of Individual Educational Plans for students with a statement of support
- Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the School's Management;

- Carrying out any other duties according to the exigencies of the School as directed by the Head of Student Educational Support Services or her delegate.
- Being involved in any duties related to LSEs (including setting up of replacements) during Summer club as necessary.

Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Vision of the role;
- Professional maturity and fitness for purpose;
- Related experience;
- Additional Qualifications.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.