

Position of Student Support Services Co-ordinator on a part-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 Student Support Services Co-ordinator (as per Appendix 1) on an indefinite part-time basis with effect from scholastic year 2021-22.

Eligibility Requirements

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

- (i) Bachelor of Psychology graduates;

OR

- (ii) Bachelor of Science in Communication Therapy graduates;

OR

- (iii) Bachelor of Arts in Facilitating Inclusive Education or Bachelor in Education (Facilitating and Adapting Education for Students with Diverse Needs) or Bachelor of Arts in Inclusive Education graduates or similar/equivalent degrees AND have at least five (5) years of related experience in the field.

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

Position details

The salary for the position of Student Support Services Co-ordinator starts at €10,633 per annum (in 2021), rising by annual increments of €203.84. The basic salary will be further complemented with a role allowance of €1,225. After five (5) years of service and subject to satisfactory performance, the Student Support Services Co-ordinator will be subject to a progression in salary and related allowances.

The position of Student Support Services Co-ordinator is on a part-time (20 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

- Familiarizing with student reports drawn by the Educational Psychologist;
- Identifying recommendations from the referred reports;
- Liaising with educators and other professionals as necessary in order to communicate the recommendations to relevant stakeholders;
- Creating a forum of discussion with the relevant professionals to ensure the implementation of such recommendations;
- Monitoring the successful implementation of these recommendations;
- Keeping parents updated on the progress of the achievement of the identified recommendations;
- Participating in multi-disciplinary meetings as required;
- Performing any administrative duties as necessary;
- Performing other duties as determined from time to time by the Head of Student Support Services or her delegate;
- Being answerable to the Educational Psychologist and accountable to the Head of Student Support Services or her delegate.

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.