



## San Andrea School

### **Learning Support Coordinator (part-time)**

The Learning Support Coordinator will play a crucial role in supporting the Inclusion Coordinator (INCO) with daily operations for the inclusion of students with diverse learning needs. This role involves administrative support, resource coordination, and daily collaboration with Learning Support Educators (LSEs), teachers, students, and parents.

#### **Key Responsibilities:**

##### **1. Support for INCO in Daily Operations:**

- Assist the INCO with planning and organizing day-to-day activities related to student support services.
- Coordinate schedules, arrange meetings, and maintain updated records for smooth school operations.
- Provide general administrative support to facilitate communication between the INCO, staff, parents, and external agencies.

##### **2. LSE Coordination and Staff Support:**

- Manage LSEs leave, sick replacements, and file updates.
- Help with the induction and mentoring of newly employed LSEs, explaining school procedures, and facilitating familiarization sessions.
- Oversee daily LSE support, including guidance on student needs, parent communications, and professional development opportunities.

##### **3. Student Support Administration:**

- Maintain and update the school's SEN register to ensure all staff have current information on student needs.
- Support the organization of IEP and MAP meetings, including preparing documents, scheduling, and follow-up.
- Ensure that IEPs address all elements required to ensure a proper individualised learning plan for each student.
- Manage access arrangements (AAs) and coordinate resources for students needing special accommodations during exams.

#### **4. Resource Coordination:**

- Organize and maintain a record of LSE and student files, including necessary approvals, contracts, and important documents.
- Set up and manage the Nurture Room, Multisensory Room and Nurture Room schedule in alignment with students' therapy requirements.
- Assist and support the INCO where needed.
- Perform such other duties as may be determined by the Director for Education and the INCO.

#### **Qualifications and Experience:**

- Minimum of 5 years of experience as a Learning Support Educator (LSE).
- Bachelor's degree in Inclusion, or a related field (or equivalent qualification).
- Strong collaborative and positive interpersonal skills.
- Proven ability to work effectively within a team-oriented environment.

If you meet these qualifications and are passionate about fostering inclusive practices, we would love to hear from you. Join us in creating a more inclusive environment for all.

#### **Application Process:**

Please submit your detailed CV to [vacancies@sanandrea.edu.mt](mailto:vacancies@sanandrea.edu.mt) by Sunday 15<sup>th</sup> December to be considered for this opportunity. Please indicate "Learning Support Coordinator" in the subject line of your application email.

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