
Job Description: Whole School Support Network Coordinator.

- In collaboration with colleagues to initiate, implement and review support projects.
- To inform parents and staff of new projects and support developments.
- To liaise with the school management to establish the school's support needs.
 - Meetings will be held at the beginning and end of each school year to discuss projects, staff training and didactic resources.
 - When necessary throughout the year the coordinator may attend the weekly school management meeting to discuss support issues.
- To manage the Centro Didattico in liaison with the school psychologist and the C.D. team:
 - Organise and chair meetings.
 - On a yearly basis, identify needs, define objectives and plan activities to address these.
- To liaise with in school coordinators to review and develop the internal school guidelines for the implementation of support: general, moderate and intensive.
- To liaise with the school administration, management and support coordinators linked to:
 - Resource budget. Agreement over areas to be prioritised for spending, (allocation of Nursery, Primary and Secondary amounts on a yearly basis).
 - Whole School General and Moderate support budget: dissemination of information received from the school financial team.
 - Whole school SIA needs: preparation for Administration Board meetings.
- Liaise with coordinators in other schools to exchange good practise.



CENTRO DIDATTICO
