

## Job description of the General and Moderate Support Coordinator in Secondary Cycle

### A. Objective of the role

It can happen that any child may need support at some time during their schooling. In the European School system different forms and levels of support are provided, designed to ensure appropriate help for pupils experiencing difficulties and having special educational needs at any point in their school career, to allow them to develop and progress according to their potential and to be successfully integrated.

The types of educational support provided are:

- General
- Moderate or
- Intensive

The General and Moderate Support Coordinator of Secondary Cycle Varese is responsible for defining the needs for General and Moderate support amongst students of the Secondary, and taking care the support is provided, in accordance with the school's guidelines, which are based on the following documents: Policy on the Provision of Educational Support in the European Schools; Provision of Educational Support in the European Schools.

### B. Pedagogical and policy-oriented tasks

Provision of general and moderate support	Specifications
1. Analyse need of intensive support and take care it is provided	<ul style="list-style-type: none"><li>○ determine pupils in difficulty (contact with parents, teachers)</li><li>○ meet regularly with head of secondary for general and moderate support planning, implementation and evaluation</li><li>○ staff allocation for general and moderate support in consultation with head of secondary</li><li>○ meeting(s) with educational support teachers for planning and implementation</li></ul>
2. participate in the process of transition P5 – S1 and define pupils who might be in need of intensive support in secondary	<ul style="list-style-type: none"><li>○ Attend P5 Class Councils at the end of each academic year</li><li>○ Be in regular contact with Primary general and moderate support coordinator</li></ul>
3. Checks the progress during the year, evaluate and if necessary adapt the support given	<ul style="list-style-type: none"><li>○ organize (if necessary) regular consultation with:<ul style="list-style-type: none"><li>- parents of pupils in need of support or currently</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>receiving it             <ul style="list-style-type: none"> <li>- colleagues/teachers</li> <li>- Head of secondary</li> </ul> </li> <li>○ Participate in 1<sup>st</sup> and 2<sup>nd</sup> semester class councils</li> </ul>
4. Write, advise and review all documentation (GLP)	<ul style="list-style-type: none"> <li>○ Check and advise support teachers on GLP's</li> </ul>
6. Draft and update internal guidelines in the area of Educational support	<ul style="list-style-type: none"> <li>○ With the Head of secondary and intensive support coordinator</li> <li>○ In consultation with Head of primary and N/P support coordinators</li> </ul>
7. Update and evaluate the Support Action Plan (part of the school's Annual Plan)	<ul style="list-style-type: none"> <li>○ In consultation with Head of secondary</li> </ul>

### C. Organisational and Administrative tasks

1. Organize and manage the registration of all pupils in receipt of Intensive Support	<ul style="list-style-type: none"> <li>○ Draw up and update regularly general and moderate support courses list and communicate them to the school administration and educational advisers</li> </ul>
3. Manage the general and moderate Support Budget	<ul style="list-style-type: none"> <li>○ Check regularly with school administration and keep Head of secondary updated</li> </ul>
4. manage and order resources in accordance to allocated budget	<ul style="list-style-type: none"> <li>○ In consultation with Head of secondary</li> </ul>
5. General communication with parents	<ul style="list-style-type: none"> <li>○ Be present at the school-information evenings for the parents, explain the support policy and school guidelines</li> <li>○ Take care the necessary (updated) documents about internal procedures and guidelines are published on the school's website</li> </ul>