

Job description of the Intensive 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 Intensive Support Coordinator of Secondary Cycle Varese is responsible for defining the needs for intensive support (A and B) 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. The tasks also includes the provision of special measures for tests and exams.

B. Pedagogical and policy-oriented tasks

| Provision of intensive support | Specifications |
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| 1. Analyse need of intensive support and take care it is provided | <ul style="list-style-type: none">○ determine pupils in difficulty (contact with parents, teachers)○ collect and study diagnosis○ meet regularly with head of secondary for intensive support planning, implementation and evaluation○ staff allocation for Intensive Support in consultation with head of secondary○ meeting(s) with educational support teachers for planning and implementation |
| 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">○ Attend P5 Class Councils at the end of each academic year○ Be in regular contact with Primary intensive support coordinator |
| 3. Checks the progress during the year, evaluate and if necessary adapt the support given | <ul style="list-style-type: none">○ Prepare, Preside and advise the support advisory council (SAG) |

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| | <ul style="list-style-type: none"> ○ Apart from the official SAG meetings organize (if necessary) regular meetings/consultation with: <ul style="list-style-type: none"> - parents of pupils in need of support or currently receiving it - colleagues/teachers (special class councils) - Head of secondary - Internal experts - External Experts ○ Participate in 1st and 2nd semester class councils |
| 4. Organize the Special Arrangements | <ul style="list-style-type: none"> ○ review the psychological reports and advise on specific measures for tests and BAC etc. (in consultation with head of secondary) ○ advise parents about the procedure and request for special arrangements in the BAC cycle ○ inform pupils, parents, teachers and educational advisers about special arrangements |
| 5. Write, advise and review all documentation (ILP) | <ul style="list-style-type: none"> ○ Check and advise support teachers on ILP's |
| 6. Draft and update internal guidelines in the area of Educational support | <ul style="list-style-type: none"> ○ With the Head of secondary and general / moderate support coordinator ○ In consultation with Head of primary and N/P support coordinators ○ In consultation with school psychologist |
| 7. Update and evaluate the Support Action Plan (part of the school's Annual Plan) | <ul style="list-style-type: none"> ○ In consultation with Head of secondary |
| 8. Determine in-service needs, contribute to in-service training and pedagogical days | <ul style="list-style-type: none"> ○ In consultation with Head of secondary and school psychologist |

C. Organisational and Administrative tasks

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| 1. Organize and manage the registration of all pupils in receipt of Intensive Support | <ul style="list-style-type: none"> ○ Draw up and update regularly support courses list and communicate them to the school administration and |
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| | educational advisers |
| 2. Manage Tripartite Agreements for pupils receiving Intensive Support | <ul style="list-style-type: none"> ○ Be point of reference and contact external experts in the tripartite agreements |
| 3. Manage the intensive Support Budget | <ul style="list-style-type: none"> ○ Check regularly with school administration and keep Head of secondary updated |
| 4. manage and order resources in accordance to allocated budget | <ul style="list-style-type: none"> ○ In consultation with Head of secondary and school psychologist |
| 5. General communication with parents | <ul style="list-style-type: none"> ○ Be present at the school-information evenings for the parents, explain the support policy and school guidelines ○ Take care the necessary (updated) documents about internal procedures and guidelines are published on the school's website |