



INTERNATIONAL
SCHOOL OF
ESTONIA

Leading for 25 years!

Student Support Network Coordinator/SEN Teacher

International School of Estonia is a private, co-educational, not for profit school, located in Estonia (Tallinn). ISE is a fully authorised International Baccalaureate Continuum World School. It is also accredited with NEASC and CIS and as such is the only fully accredited International School in Estonia. It has an enthusiastic and hardworking staff, small class sizes, a happy and motivated student body and is centrally located just outside the beautiful medieval old town area of Tallinn. The school is recognised locally as a centre for excellence. The school has very small staff turnover. This vacancy and one other, are the only vacancies it has for 2022/23 and are due to a 50% increase in student enrollment over the last 3 years.

ISE is seeking to appoint a **Student Support Network Coordinator/SEN Teacher** to start ideally, in August 2022, or later by mutual agreement.

Qualifications /prerequisites

- Degree qualified, certified Teacher with a field of study in Student Support/SEN.
- At least 2 years of practical experience in this field is preferred.

Additional Desirable Qualifications:

- Experience of best international practice in student support.
- Commitment to model the behavioural competencies of the IB Learner Profile
- An understanding of inquiry learning and the importance of student agency.
- A knowledge of/passion for, the International Baccalaureate, ISE Guiding Statements and High Quality Teaching and Learning.
- Strong desire to be an inspiring, motivated educator.
- Verifiable leadership success in a similar or relevant role.
- Experience working in a relevant field with Adults as well as children.

The Role

This is a new position in the school and it will require flexibility and adaptability. The primary focus of the role will be to lead and manage the Student Support Network* at ISE. The Student Support Network Coordinator (SSNC) will join 3 Principal/Coordinators and the Director as a member of the School's Senior Leadership Team.

It is anticipated that the Leadership and Management part of the role will be approximately 50% of a full time role and that SEN teaching will comprise the other 50%.

Working Relationships

The SSNC will work collaboratively as a part of the ISE Senior Leadership Team and report to the Director. The SSNC will work with network members to support quality student learning and wellbeing. This person will ensure that quality student support services are being delivered and will provide support for ISE personnel on the implementation of student support.

RESPONSIBILITIES:

Leadership

- Build and promote positive professional working relationships among students, staff, parents and stakeholders.

- Develop a thorough overview of student support services at ISE, plan and implement improvements.
- Provide team leadership and professional development within the student support network.
- Implement effective lines of communication and collaboration within and beyond the student support network.
- Initiate, prepare, and facilitate various forms of staff development that address issues relevant to students in the school.
- Act as a liaison between parents, students and ISE staff on matters of learning and student wellbeing.
- Maintain a current knowledge of international and local best practices, trends and legislation.
- Assist the SLT team with the strategic development and review of Student Support Policies

Management

- Coordinate special education referrals
- Assist teachers to examine teaching practices in order to effectively meet the needs of all students
- Manage and advise on the school budget and resources for the student support network
- Monitor special education documentation, record-keeping and communications to ensure best practice and efficient programme delivery.
- Monitor student progress towards targets set in ILP's
- Organise and schedule the effective and efficient use of support services teachers, shadow assistants and other professionals.
- Manage communication with relevant local authorities and organisations and map their services in order to maximise their support of ISE students.
- Review ILPs with parents, school administrators and ISE teachers
- Assist parents with understanding and supporting educational objectives, learning expectations and behavioural standards
- In conjunction with the DPO, manage confidentiality and GDPR compliance within the SSN.

Special Educational Needs Teaching

- Plan, develop and implement individualised learning plans for each student
- Design appropriate teaching strategies
- Prepare instructional materials and lesson plans according to Individual Learning Plans (ILPs)
- Utilise appropriate methods of learning delivery and instruction to meet the needs of each student
- Modify and adapt conventional educational programs and curriculum to meet the requirements of special needs students
- Work collaboratively with ISE teachers to make sure that SEN students receive consistent support.

***student support network** = Principal/Coordinators, Student Support Network Coordinator, Special Educational Needs Teachers, Advisory, Homeroom and Subject Teachers, Student Support and Shadow Assistants, Child Safeguarding Lead, Dean of Students, School Psychologist.

The Package

In addition to a competitive salary, an accommodation allowance, relocation support, and high quality international medical insurance is available to overseas candidates.

Expressions of interest for the above position closes on 31.05.22. Should a very suitable applicant be identified, the school reserves the right to make an immediate appointment.

A letter of interest and introduction, a Curriculum Vitae and the names and contact details of two referees who have been closely involved with you professionally, should be sent by email to: vacancies@ise.edu.ee

Further information about ISE may be found at <https://ise.edu.ee>

Katre Pohlak
HR Manager

Please read this advertisement carefully. You should only apply if you have qualifications and experience that match our current requirements. Typically ISE receives many applications and it may not be possible to individually acknowledge receipt of each one.