



# The British School of Costa Rica



## Job Description & Person Specification

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<b>Post Title:</b>	<b>Student Development Services (SDS) Coordinator</b>
<b>Section:</b>	Whole School (ages 3 to 18)
<b>Accountable to:</b>	Director General
<b>Start Date:</b>	August 2024 or January 2025

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### Main Responsibilities:

- Oversee the management of the School's support programmes, policies and procedures (academic and non-academic) for all students
- Supervise and direct the full Student Development Services Department (SDS = 4 Psychologists, 1 English Support Teacher and 1 Maths Support Teacher)
- Oversee the performance management of all SDS members
- Undertake day-to-day coordination of student's provisions through close liaison with SDS staff, academic staff, parents and external agencies
- Ensure the ongoing development of students with specific needs by developing effective ways of bridging barriers to learning through such structures as: assessing student needs, monitoring performance, target-setting (e.g. IEPs), keeping accurate records and evaluating the relevant data
- Create, implement and manage the School's Gifted and Talented Programme
- Analyse and interpret relevant school, local, national and international data in order to guide decision-making
- Ensure that the School carries out all statutory responsibilities regarding all students with specific learning needs
- Provide professional guidance to academic staff and parents with regard to meeting student's specific needs
- Contribute to the professional development of staff
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision for students
- Advise the General Directors, Headmaster and Heads of Section on priorities for deployment of staff and utilize resources with maximum efficiency
- Support the admissions process through meetings with prospective parents and students.
- Contribute to the development and implementation of the overall policies, procedures and plans of the School.
- Participate in the recruitment processes, appointment of and induction of SDS staff members.
- Contribute to and encourage a positive school culture.
- Ensure that the welfare of students remains a priority at all times.

**Person Specification:**

	Essential	Desirable
<b>Qualifications</b>		
A recognized University degree in Special Education or a related field	✓	
A relevant Master's degree		✓
<b>Experience</b>		
At least five years professional experience, preferably in international schools	✓	
A proven track record of performance in an educational leadership position		✓
Experience working with students who have English as a second language		✓
<b>Professional Skills, Knowledge and Understanding</b>		
Fluency in English	✓	
Working knowledge of Spanish		✓
A developed knowledge and understanding of current special educational needs provision	✓	
<b>Attributes</b>		
Have a flexible approach to working and enjoy being a positive team member	✓	
Have effective communication, organization and time management skills	✓	
Have good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships	✓	
Be willing to share expertise, skills and knowledge and have the ability to encourage others	✓	

*“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection”* (International Task Force on Child Protection, June 2016 Report: Outcomes and Recommendations). As such this appointment is subject to the provision of an appropriate criminal record check and the satisfactory return of professional referees.