

## ALN COORDINATOR - SECONDARY JOB DESCRIPTION

<b>LOCATION</b>	Compass International School	
<b>JOB PURPOSE</b>	<p>The ALN Coordinator is the lead role in the Additional Learning Needs (ALN) department in secondary. They are appointed by the school to manage the day-to-day running of the campus-specific ALN department and Learning Support Assistants (LSAs) under the supervision of the Head of Secondary and Head of Campus.</p> <p>The ALN Coordinator will contribute to the fulfilment of the mission and vision of the company and of the school in providing an excellent international education to all students in the school. In fulfilling the following responsibilities, the ALN Secondary Lead will be bound by any policies produced by the company and the school.</p> <p>The ALN Coordinator will take responsibility for coordinating ALN provision at Themaid campus; implementing policy and supporting the work of colleagues to promote effective teaching and learning for all students. They will develop and implement ALN policies, plans, targets, and practices within the context of the school's expectations and policies. They will be committed to rigorous self-evaluation and continuous ALN development. They will secure and sustain effective teaching pedagogy within ALN, evaluate the quality of teaching and standards of students' progress, and alongside subject teachers, set realistic targets for improvement (through Individual Education Plans).</p> <p>The ALN Coordinator will work under the guidance of the Head of Secondary to implement school policies. They will provide the necessary support, challenge, information, and development to sustain, motivate and secure improvements in teaching and learning for ALN students. They will identify appropriate resources for ALN teaching and ensure that these are used efficiently, effectively, and safely across the whole school.</p> <p>In addition to the responsibilities described here, the ALN Secondary Lead will perform any other duties and provide any other services necessary for the proper operation of the school and which may be reasonably required by the company and the school.</p>	
<b>REPORTING TO</b>	Head of Secondary and Head of Campus	
<b>OTHER KEY RELATIONSHIPS</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>▪ SLT</li> <li>▪ Middle Leaders</li> <li>▪ Teachers</li> <li>▪ Administrative</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Families</li> </ul>

KEY RESULTS AREA	PERFORMANCE MEASUREMENT
<b>General ALN responsibilities</b>	
<p>The ALN Coordinator, under the guidance of the Head of Secondary, will:</p> <ul style="list-style-type: none"> <li>▪ Manage the day-to-day operations of the ALN department at their campus, including cover for LSA absences</li> <li>▪ Coordinate and update timetables for ALN staff</li> <li>▪ Observe and support LSAs working with pupils.</li> <li>▪ Hold weekly team meetings with LSAs</li> <li>▪ Perform APT appraisals with LSAs (campus specific – under Head of Campus supervision)</li> <li>▪ Provide/promote continued professional development, as appropriate, for LSAs or other staff members</li> <li>▪ Meet with teachers regarding provision, support, and IEP target reviews</li> <li>▪ Communicate regularly with parents via email, phone and in-person</li> <li>▪ Contribute to the cross-campus ALN department during ALN team meetings</li> <li>▪ Liaise with external service providers and support parents with the process</li> <li>▪ Read and implement recommendations from external agencies</li> <li>▪ Arrange and attend multi-agency meetings</li> <li>▪ Work with finance regarding LSA contracts</li> <li>▪ Assist the Head of Campus, Head of ALN, and Admissions team with managing the admission of students to the school, as required</li> <li>▪ Assess/screen pupils using basic assessment software or programmes (Dyslexia, Phonics, Working Memory, etc.)</li> <li>▪ Follow the ALN referral process, observe new ALN referrals, then write up reports for ALN records</li> <li>▪ Run booster groups, under the guidance of teachers</li> <li>▪ Work 1-to-1 with pupils on specialist age-appropriate programmes, (Nessy, Toe-by-Toe, Social Express) to enhance pupils' understanding.</li> <li>▪ Deal with ALN behavioural issues</li> <li>▪ Prepare, use and support others to use appropriate resources (e.g. software, equipment, etc.) to support the learning tasks either within the classroom or during 1-to-1/small group sessions.</li> <li>▪ Manage Individual Education Plans (IEPs) for all children receiving additional support</li> <li>▪ Write review reports and/or letters relating to ALN pupils</li> <li>▪ Update and maintain an accurate ALN register on iSAMS and the Staff Zone for all children receiving additional support for their learning</li> <li>▪ Document pupil observations and meetings</li> <li>▪ Resource the ALN department at the individual campus</li> <li>▪ Budget for ALN at the individual campus</li> <li>▪ Run a weekly ECA outside of school hours</li> <li>▪ Attend staff meetings, when relevant</li> <li>▪ Be proactive in their CPD and seek out courses/seminars relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee performance review rating(s)</li> <li>▪ Training feedback</li> <li>▪ Team's feedback</li> <li>▪ Campaign performance</li> <li>▪ Programme success</li> </ul>

**Extra-curricular; the ALN Instructor will:**

- Take part in the school's extra-curricular activities including attending official school meetings and functions outside school hours when necessary

**Expectations**

- Inspire trust and confidence in students, colleagues, and parents
- Engage and motivate students
- Develop the quality of students' learning
- Contribute to school improvement/development planning
- Promote the wider aspirations and values of the school
- Respect confidentiality regarding individual students and the school as a whole
- Use initiative to provide high-quality support and resources for students

**PROFESSIONAL AND PERSONAL DEVELOPMENT**

- Continual development through the identification and implementation of your own Personal Development Plan
- Development Plan to include:
  - Continually striving to improve performance.
  - Setting and working towards targets with your line manager linked to the school development plan.
  - Participating in learning walks and observations and coaching as appropriate.
- Performance appraisal
- Personal Development Plan
- Engagement with training and development opportunities including Nord Anglia University programmes

**OTHER**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Qatar.  
A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

**PERSONAL SPECIFICATIONS**

- Educated to Degree level
- Experience in working with ALN students in inclusive schools
- Ability to implement strategies for raising achievement for ALN students
- Ability to work collaboratively and cooperatively as a leader and team member
- Excellent people skills, motivating, inspiring, resilient.
- Outstanding communicator; building trust and confidence with parents and staff
- Native English Speaker
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You'd like to work in a purpose-led sector.

**PERSONAL ATTRIBUTES**

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- A flexible and positive approach to work

- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willing to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help, and be flexible
- Continually strive for improvement

## PHILOSOPHY AND VALUES

**We are ambitious for our students, our people, and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured.

### The Nord Anglia Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students, and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social, and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within Nord Anglia and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

## CREATE YOUR FUTURE

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the

future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

**TO APPLY:**

Online applications need to be submitted directly through the Compass International School job opportunities page and should include a CV. To learn more about our school, please visit [our website](#) or you may send your CV to [recruitment.cisd@nais.qa](mailto:recruitment.cisd@nais.qa)

At Compass International School, a Nord Anglia Education school we are committed to providing a world class, safe, happy environment in which children and young people can thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender, or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both your country of residence/birth and any country of residence within the last 10 years.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

The closing date for application is **20<sup>th</sup> July 2022**.

Please note, only longlisted candidates will be contacted with initial interviews taking place.