



Coordinator for Learning Support with IB Experience

Location: International School of Schaffhausen, Switzerland

Job Description:

The International School of Schaffhausen is seeking a dedicated and experienced professional to fill a unique role as a Coordinator for our Learning Support Programme. This position requires expertise in the International Baccalaureate (IB) Primary Years Programme (PYP) and Diploma Programme (DP), and the US High School Diploma. The ideal candidate will identify students who require additional learning support, develop and implement Individualized Learning Plans (ILPs), collaborate with educators and parents, and manage resources to ensure a supportive learning environment for all students. This role demands a proactive approach to professional development, data analysis, and advocacy for students with diverse learning needs.

Key Responsibilities:

- Programme leadership and implementation: Develop, implement and evaluate the Learning Support Programme, ensuring alignment with ISSH's mission. Manage a team of support staff, including special education teachers and specialists.
- Student Support & ILPs: Identify students in need of additional learning support, conduct assessments and create tailored ILPs. Regularly monitor and adjust these plans to ensure student progress.
- Collaboration & Communication: Work closely with classroom teachers to integrate support strategies into the curriculum. Maintain regular communication with parents and external professionals to ensure a comprehensive support system.
- Professional Development: Provide training and guidance to staff on best practices in supporting diverse learners. Keep up to date with the latest research and developments in special education.
- Provide specialised EAL instruction in small group settings, catering to diverse language proficiency levels.
- Provide guidance in organisation skills and assessment prep as well as strong foundational skills in Maths.
- Assess and track student progress in English language development.
- Develop instructional strategies and materials tailored to English language learners.

Qualifications:

- Master's degree in Special Education, Educational Psychology, or a related field.
- At least 8 years of teaching experience in an international school setting, with expertise in developing and managing ILPs and learning support programmes.

- Strong understanding of special educational needs policies and best practices, with excellent support skills for dyscalculia, dyslexia, and dysgraphia.
- Commitment to creating an inclusive and supportive educational environment that fosters student success.
- Strong knowledge of the IB PYP and DP, including familiarity with the Exhibition, Grade 10 Project, and Extended Essay.
- Experience in teaching Mathematics (with knowledge of IBDP programmes AI and AA as well as SATs)
- Proficiency in teaching and supporting IB ATL skills and EAL instruction.
- Excellent organisational, collaboration, and communication skills to work effectively with students, teachers, and parents.
- Ability to analyse student performance data to inform instructional decisions and support student progress.

What We Offer:

- A dynamic role in an international school setting in Switzerland.
- A collaborative and supportive work environment.
- Being part of a team that is dedicated to empowering students to unlock their potential.
- Opportunities for professional growth in Learning Support and international education.

Application Process:

The closing date for applications is 31st March 2025.

Interested candidates are encouraged to submit a cover letter, resume, and references to Ebru Güver, Head of School, e.guever@issch.ch.

Please note that only applicants who meet the qualifications will be contacted for an interview. **If you have not heard from us within these 4 weeks, we will not be pursuing your application at this time.**

This is a unique opportunity to join a dedicated and dynamic team of educators, enriching the learning experience of our students while also contributing to the professional development of staff within the IB curriculum.

We look forward to welcoming a passionate and experienced educator to our team!

Start Date: May 2025.