

# Performance Charter

Lusaka International Community School  
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<b>Position:</b>	SEN Co-ordinator	<b>Date:</b>	09.02.2010
<b>Incumbent:</b>			
<b>Report to:</b>	John Whitfield – Primary Principal		

<b>Mission</b>
To provide appropriate (in or outside class), up to date and coordinated (with the classteacher) SEN support to students in need of such support. Set up and develop counseling services as a key service to students of the Primary and Secondary School.

<b>Subjects</b>		<b>Required Performance</b>
<b>1.</b>	<b>Education</b>	<ul style="list-style-type: none"> <li>• A minimum of a Bachelors Degree, preferably a Masters Degree</li> <li>• Qualified Teacher status</li> <li>• Qualifications in Special Educational Needs, speech therapy, English as a Second language and Counseling.</li> </ul>
<b>2.</b>	<b>Available Tools</b>	<ul style="list-style-type: none"> <li>• Computer and internet access in the SEN department</li> <li>• Access to professional development in the specialised area</li> <li>• Work area in Learning Support department</li> <li>• Full time SEN teacher and ESL teacher</li> <li>• Two fulltime SEN Assistant teachers</li> </ul>
<b>3.</b>	<b>Basic Functions</b>	
3.1	Qualities	<ul style="list-style-type: none"> <li>• Proven management and leadership experience. (Motivator and exemplary classroom practitioner in their respective field of expertise)</li> <li>• Excellent inter-personal skills</li> <li>• Ability to combine teaching with aforementioned management and leadership requirements of the position</li> <li>• Liaise with parents and teachers</li> <li>• Excellent administration skills</li> <li>• Proven and respectful communication skills within a diverse cultural setting</li> <li>• Proven experience in pastoral care and behaviour management</li> <li>• IT literacy; good knowledge of Word, Excel, Powerpoint within Microsoft Office 2007 Professional Package</li> <li>• General knowledge of and passion for their designated subject area</li> <li>• Ability to run workshops for teaching staff and teaching Assistants, exemplifying good practice in the classroom.</li> <li>• Teaching PSHE</li> </ul>
3.2	Organization	<ul style="list-style-type: none"> <li>• Working in close co-operation with:</li> <li>• Management Team</li> <li>• All staff members</li> <li>• Parents</li> <li>• Other schools in the Lusaka area.</li> </ul>
3.3	Working Areas	<ul style="list-style-type: none"> <li>• Organisation and Coordination of the SEN Department</li> <li>• Working with primary and secondary children with additional educational needs</li> <li>• Working with secondary students in a counseling capacity and to continue the counseling work throughout the school</li> <li>• Management and improvement of team work in the SEN department</li> <li>• Implement and teach the PSHE curriculum through the school and support teachers.</li> <li>• Set up of an SEN Database (register) and assess the medium and long term goals of the department</li> </ul>





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		<ul style="list-style-type: none"> <li>• Support and co-ordinate with the Principal the functioning of the SEN Services</li> <li>• Define a SEN development plan and to effect improvements in the delivery of SEN throughout the school</li> <li>• Report to Vice Principal and Principal on a regular basis</li> <li>• Contribute to curriculum working parties</li> <li>• Chair regular SEN departmental meetings incl. Reporting (minutes)</li> <li>• Ordering, managing and monitoring of resources in the SEN department</li> <li>• Contribute to organising special themes in their specialism. Carry out observations and advise SEN staff in their specialism, contributing to the appraisal of their colleagues</li> <li>• Help to develop assessment tools in the SEN department and advise on admissions assessments of all students</li> <li>• Advise on good Teaching and Learning strategies throughout the school.</li> </ul>
3.4	Assessed Performance	<ul style="list-style-type: none"> <li>• Appraisal after a period of 3 months and before the end of the two year contract</li> <li>• Continous availability of an up to date SEN database (register)</li> <li>• Informal feedback from staff, parents, students and other stakeholders</li> <li>• Improvement in SEN according to targets set and School Development Plan.</li> </ul>
4.	<b>Special Tasks/Goals</b>	<ul style="list-style-type: none"> <li>• Assist Principal and Vice principal with the implementation of development within the department</li> <li>• To review SEN policy documents</li> <li>• Attend regular meetings with Principal and/or Vice principal</li> <li>• Lead staff meetings and/or workshops when applicable</li> <li>• Construct a whole school PSHE scheme of work</li> </ul>
5.	<b>Enclosure</b>	<ul style="list-style-type: none"> <li>• Organogram</li> </ul>
6.	<b>Comments</b>	The SEN Coordinator needs to be flexible and able to multitask. There is a strong need to organise and convince staff of the changes needed.

