



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

Learning Support Coordinator (Primary)

We are seeking a qualified and experienced Learning Support Coordinator to join International School Suva, Fiji. The ideal candidate should be passionate about enhancing the school's support services for students with diverse learning needs, and have a deep understanding of the International Baccalaureate (IB) curriculum.

Key Responsibilities:

1. Working in conjunction with the Principal, Head of Primary and Homeroom Teachers to identify students who require learning support.
2. Work with the Learning support staff to develop a consistent program throughout the year levels.
3. To assist the Head of Primary in the development of a primary learning support policy.
4. Assist with the placement of new students into the learning support program.
5. Prepare the learning support budget in consultation with the Head of Primary.
6. Manage and oversee the purchasing, sourcing and allocation of resources in conjunction with learning support teachers.
7. Assist learning support teachers with the reporting process to parents and any necessary interviews with parents. Give feedback to teachers of any parent concerns.
8. Develop a database of students requiring learning support. This will contain details of the specific learning needs of the students and ways of assisting them. This will involve the eventual profiling of students.
9. Arrange for relevant PD for Learning support and other interested staff. Keep records of PD attended and the relevant follow up.
10. Analyse the testing instruments currently use
11. Any other duties that may be assigned by the Head of Primary or Prinicipal.

Qualifications and Experience:

1. Bachelor's degree in Education, Special Education, Educational Psychology, or a related field. Master's degree preferred.
2. Minimum of 4 years of experience working in a learning support or special education role, preferably in an international school setting. Strong communication and interpersonal skills.
3. Strong knowledge of international education standards and practices in special education.
4. Excellent communication, organizational, and interpersonal skills.
5. Ability to work collaboratively in a multicultural environment.



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How to Apply:

Interested candidates are invited to submit their resume, a cover letter outlining their experience and suitability for the role, and contact information for three professional references.

❖ Please note that the organisation reserves the right to fill the position earlier than the deadline if a suitable candidate is identified