



# International School Nadi

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## IB Inclusion Coordinator

International School Nadi is seeking to appoint a committed, experienced and passionate Inclusion Coordinator to commence in July 2024. The successful candidate will collaborate with teachers, parents and students to cultivate a culture of inclusivity that supports students with a diverse range of learning needs. The successful candidate will be responsible for overseeing inclusive practices across the three IB programmes, organising and/or delivering professional development that promotes differentiated instruction, leading the implementation and review of the school's inclusion and language policies and working with educators and students to implement and monitor strategies that cater to individual student needs.

### About the School

Established in 1992, International School Nadi is an independent, coeducational, non-profit school for students aged 3-18 years. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma programmes aim to develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally. Our diverse community of almost 250 students and 37 teaching staff represents 25 different nationalities. As an open admissions school, we pride ourselves on creating a nurturing, balanced and inclusive learning environment where each student is empowered to reach their full potential. Our teachers work with classes ranging from 8-24 students in a supportive and collaborative environment where staff wellbeing, autonomy and professional growth are valued.

The school campus is located in Nadi, the tourism hub of the Fiji Islands. Although a small community, Nadi provides a range of opportunities for short island vacations along with activities like hiking, water sports and zip lining.

### Essential Qualifications & Experience

- Bachelor's degree in Education specialising in Special Educational Needs/Inclusion/Differentiation or a Bachelor's degree with relevant postgraduate qualifications.
- At least three years of experience working in an IB school within a similar role.

### Desirable Qualifications & Experience

- Educated to the Master's Level.
- Completion of Category 2 or higher IB Professional Development workshops on Learning Diversity/Inclusion (or other relevant areas).
- Experience working with both English as an Additional Language (EAL) learners and students with Special Educational needs.
- Prior experience of working in an IB continuum school (PYP-DP).
- Working knowledge of Managebac, Google Suite and Canva.
- Experience as an IB examiner, workshop leader, or in another role within the IB Educator Network (IBEN).

## Required Personal Skills & Values

- A strong understanding of and commitment to the philosophy and values of the IB organisation.
- Passion for promoting diversity and inclusivity within the school community, fostering an environment where every student feels valued and supported.
- Proficiency in leveraging technology and resources to support and enhance student learning experiences, ensuring accessibility and engagement for all learners.
- Expertise in creating and identifying differentiation strategies to cater to the individual learning needs of students, ensuring each learner receives tailored support for their academic growth.
- Ability to effectively collaborate with colleagues, parents, and students to provide guidance and support to create a cohesive and inclusive learning environment that supports student growth and success.
- Possesses a kind and compassionate disposition and the capability to handle challenging situations with tact and empathy, supporting students with care and understanding.
- Inspires a strong sense of trust and confidence among students, parents and colleagues through consistent support, encouragement, and reliability.
- Ability to adapt to changing circumstances and navigate uncertainty with flexibility, resilience and a sense of humour.
- Exceptional organisational skills and the ability to manage multiple priorities effectively.
- A commitment to upholding ethical standards and promoting integrity within the school community.
- A lifelong love of learning and enthusiasm for ongoing personal and professional growth.
- Willingness to actively and enthusiastically contribute to wider school life through involvement in extracurricular activities, excursions and school-wide events.

## Compensation & Benefits

The successful candidate will receive:

- A fortnightly salary reflecting their qualifications and experience.
- Discounted school tuition for dependents.
- Internationally recruited candidates will also receive a settling-in allowance, basic health insurance, annual return flights to home country and a monthly housing allowance.

ISN staff also benefit from a healthy professional development budget that aims to build IB expertise, reflective teaching practice and leadership skills. Staff are involved in offsite, onsite, and online workshops and conferences.

## How to Apply

Interested candidates should send a cover letter and a CV to [elenoak@isn.school.fj](mailto:elenoak@isn.school.fj). Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's teaching skills and experience.

Applications close on Monday 29th April 2024. Due to the expected volume of applications, we will only contact those applicants that are shortlisted for an interview. The school reserves the right to close the application process before the deadline if a suitable candidate is identified.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies. Teaching staff must also be registered with the Fiji Teachers Registration Authority upon commencement of employment.