Enhancement and Enrichment Coordinator (Secondary Department)

Position Summary

The Enhancement Coordinator provides leadership and oversight for the Enhancement Programme within their assigned campus (Primary or Secondary). The role ensures the effective implementation of inclusive education practices, personalised learning systems, and targeted interventions that enable students with learning, behavioural, social, or developmental differences to access the curriculum and participate meaningfully in school life.

Working closely with the EEP Manager, Programme Coordinators, teachers, and EEP Facilitators, the Enhancement Coordinator oversees the day-to-day operation of the Enhancement Programme, ensures consistency of practice, monitors student progress, supports staff capacity building, and maintains compliance with school, IB, and regulatory expectations.

Duties and Responsibilities

1. Programme Coordination & Operational Leadership

- Oversee the daily implementation and operation of the Enhancement Programme within the assigned campus.
- Coordinate referrals, observations, and screening processes, within the programme.
- Develop, manage, and review timetables for EEP Year Level Facilitators and EEP One-to-One Facilitators.
- Monitor the implementation of EEP policies, procedures, and protocols across the campus.
- Support the EEP Manager with strategic planning, programme development, and continuous improvement initiatives.

2. Student Provision, Progress Monitoring & Quality Assurance

- Oversee identification, intervention, and monitoring processes for students receiving Enhancement support.
- Ensure that PLPs (Personalised Learning Plans) and PIPs (Personalised Intervention Plans) are developed, implemented, reviewed, and evaluated effectively.
- Monitor student progress through data collection, classroom observations, assessments, and intervention reviews.
- Facilitate student review meetings and support data-informed decision-making regarding interventions and support pathways.
- Ensure interventions are evidence-based, appropriately targeted, and aligned with MTSS principles.
- Monitor the quality and consistency of support provided by EEP Facilitators and One-to-One Facilitators.

3. Staff Leadership, Coaching & Professional Development

- Provide leadership, supervision, and support to EEP Year Level Facilitators and EEP One-to-One Facilitators.
- Conduct regular meetings with EEP staff to review student progress, programme effectiveness, and operational priorities.
- Coach and mentor staff in inclusive practices, differentiation, intervention strategies, behaviour support, and assistive technology.
- Support the EEP Manager in delivering professional learning for faculty and support staff.
- Promote reflective practice and continuous professional growth within the Enhancement team.
- Contribute to onboarding, induction, and performance management processes as required.

4. Collaboration with Teachers & Programme Teams

- Collaborate with teachers, programme coordinators, and school leaders to ensure effective inclusive practices across the campus.

- Support teachers in implementing accommodations, modifications, differentiation strategies, and Universal Design for Learning (UDL) principles.
- Provide consultation and guidance regarding diverse learning needs, behavioural support, and evidence-based interventions.
- Attend collaborative planning, student support, and multidisciplinary team meetings as required.
- Support implementation of IB expectations related to inclusion, access arrangements, and learning diversity.
- Facilitate effective communication between teachers, EEP staff, programme teams, and school leadership.

5. Documentation, Reporting & Compliance

- Maintain oversight of student records, registers, intervention logs, assessment data, and support documentation.
- Ensure all EEP documentation is accurate, current, compliant, and securely maintained.
- Prepare reports, summaries, and data analyses for leadership, programme reviews, and parent meetings.
- Support access arrangement applications and documentation processes in accordance with school and IB requirements.
- Uphold high standards of confidentiality, safeguarding, and data protection.
- Monitor compliance with school policies, inclusion procedures, and regulatory requirements.

6. Family & External Agency Partnership

- Serve as a key point of contact for families regarding Enhancement Programme provision and student progress.
- Lead and facilitate parent meetings, review meetings, and collaborative planning discussions.
- Work in partnership with families to develop a shared understanding of student strengths, needs, and goals.
- Liaise with external professionals and agencies including psychologists, therapists, medical practitioners, and support services.

- Coordinate recommendations from external reports and support their implementation within the school setting.
- Support successful student transitions between year groups, campuses, and IB programmes.

7. Strategic Development & Continuous Improvement

- Contribute to the ongoing evaluation and enhancement of the Enhancement Programme.
- Analyse student, programme, and intervention data to identify trends, strengths, and areas for development.
- Support the development of policies, procedures, guidance documents, and programme resources.
- Stay informed of current research, legislation, IB guidance, and best practices related to inclusion and special educational needs.
- Promote innovation and evidence-based approaches to improve outcomes for students.

Qualifications

- Bachelor's Degree in Special Needs Education, Inclusive Education, Education, Psychology, or a related field.
- Postgraduate qualification in Special Educational Needs, Inclusive Education, Educational Leadership, or a related field preferred.
- Teaching certification and substantial experience within inclusive education, special educational needs, or student support services.
- Experience leading teams, coordinating programmes, and managing student support systems.
- Strong knowledge of MTSS, UDL, differentiated instruction, intervention planning, and inclusive education practices.
- Excellent organisational, communication, leadership, and interpersonal skills.

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,

- A current resume,

- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: recruitment@aris.edu.gh

The deadline of submission of the application is January 05, 2027