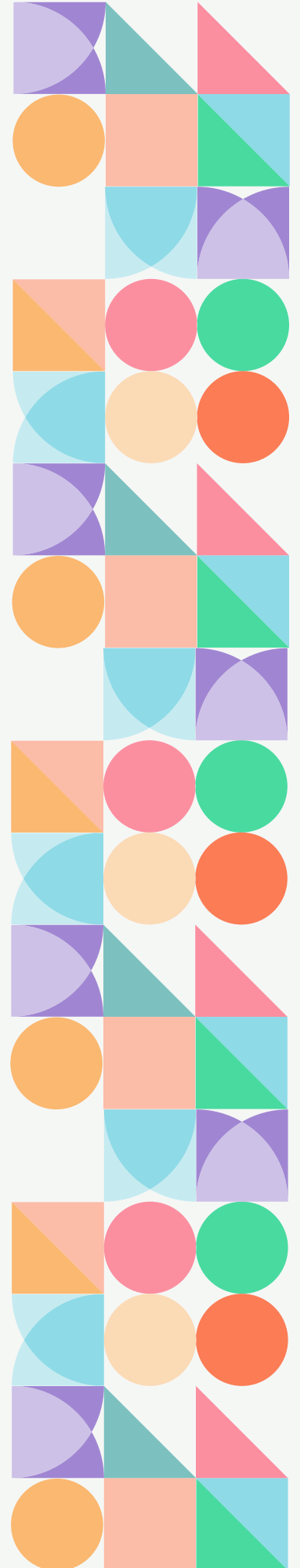# Site-based Coordinator

Job Description

At Pamoja, we encourage you to partner with us in making students feel like they belong to a community of learning in an online global campus.
We want their experience to be one where they feel valued. This will encourage students to reach out to teachers and the wider Pamoja community which is substantial in their progress throughout the course.

Summary of role

- Your role is primarily to facilitate communication between Pamoja staff, the student(s) and, when necessary, the student's parents or guardians. You will have access to reports on student attendance, engagement and fulfilment of responsibilities.

- Monitoring students' progress is vital, and you will be required to take appropriate action where necessary. Follow students' progress through their Pamoja courses by encouraging them to regularly update you.

- Ongoing communication between you and your students, the Pamoja teacher and the School Services Team is essential. If any issue or unexpected situation arises concerning a student, all three parties must be informed.

- Encouraging students to take ownership of their learning by supervising rather than tutoring, providing support in the creation of a term-time planner to promote effective time management.

- Set time aside with each student to evaluate their individualised study methods, and suggest improvements where appropriate.

Key tasks

- Monitor student progress in 'Student Orientation', ensuring that they acquire the information needed to fully prepare them for their course.

- Schedule supervised time in their weekly timetable to work on their Pamoja course and complete the assigned tasks for the week.

- Schedule regular meetings with your student(s) depending on their progress in the course.

- Work with your student(s) to develop a self-management approach that works for them.

Responsibilities

As an SBC you have three main responsibilities:

1. Monitor student progress
2. Build and maintain communication channels
3. Promote independent learning