



STAFF PLAN 2020 – 2021

MILEPOST	GROUP	TEACHERS/DAYS	EMAIL ADDRESS	TEACHING ASSISTANTS
Early Years	1A	Andrea Hoffman	Andrea.hoffman@sopoh.nl	Aoife Coughlan aoife.coughlan@sopoh.nl
	1B	Shannon Pendergast	Shannon.elizabeth@sopoh.nl	
MP1	2A	Elisa de La Pena (Tu, We, Th, Fr) Helen Jonker (Tu)	Elisa.delapena@sopoh.nl Helen.jonker@sopoh.nl	Vanessa Vega vanessa.vega@sopoh.nl
	2B	Danielle Camp	Danielle.camp@sopoh.nl	
	3A	Ingeborg Beunder (Mo, We, Th, Fr) Helen Jonker (Mo)	Ingeborg.beunder@sopoh.nl Helen.jonker@sopoh.nl	
	3B	Katie Zalewska	Katarzyna.zalewska@sopoh.nl	
MP2	4A	Inez Du Preez (We, Th, Fr) Claire Ric-Hansen (Mo, Tu)	Inez.dupreez@sopoh.nl Claire.richansen@sopoh.nl	Margit Tera margit.tera@sopoh.nl Hans Kooijman hans.kooijman@sopoh.nl
	4/5	Do O’Dea	Do.odea@sopoh.nl	
	5A	Clare Beatson	Clare.beatson@sopoh.nl	
MP3	6A	Valentina Spyropoulou (We, Th, Fr) Carrie van Amstel (Mo, Tu, Th)	Valentina.spyropoulou@sopoh.nl Carrie.vanamstel@sopoh.nl	Roland Schmidt roland.schmidt@sopoh.nl
	6B	Rolyn van Bergen (Mo, Tu, We) Amy Hubbard (Th, Fr) Jennifer Tunguz (Th, Fr) -Maternity cover for Amy	Rolyn.vanbergen@sopoh.nl Amy.hubbard@sopoh.nl Jennifer.tunguz@sopoh.nl	
	7A	Rosa Maria Alonso (Mo, Tu) Angelique Podstavnychy (We, Th, Fr)	Rosa.mariaalonso@sopoh.nl Angelique.podstavnychy@sopoh.nl	
SPECIALIST TEACHERS			EMAIL ADDRESS	ROLE
Katarina Hrnjez (Mo & Tu)			Katarina.hrnjez@sopoh.nl	Dutch (as Additional Language)
Francien van Beusekom (Mo & Tu)			Francien.vanbeusekom@sopoh.nl	
Valentina Spyropoulou (Mo, Tu)			Valentina.spyropoulou@sopoh.nl	English as Additional Language
Sandra Koehler (Mon, Th, Fr)			Sandra.koehler@sopoh.nl	Physical Education
Elisa de la Pena (Mo)			oisschool.counsellor@sopoh.nl	Counsellor
Ingeborg Beunder (Tu)			Ingeborg.beunder@sopoh.nl	Teacher coach
Katarzyna Zalewska			Katarzyna.zalewska@sopoh.nl	Confidential person
Nathan Portlock (We, Th, Fr)			Nathan.portlock@sopoh.nl	Music Teacher



EXTERNAL HEALTH CARE TEAM MEMBERS	EMAIL ADDRESS	ROLE
Leonard van den Broek	lvandenbroek@ggdkennemerland.nl	School doctor
Marrielle Schendstok	mschendstok@ggdkennemerland.nl	School nurse
Glennis Windroll	g.windroll@altra.nl	School coach
Els Vervenne	evanlokhorst@passendonderwijs haarlemmermeer.nl	Consultant Bridgeteam Samenwerkingsverband 'Passend onderwijs Haarlemmermeer'
Andrea Andrea van Zyl	andrea@speakandlisten.nl	Speech and language therapist
Mieke du Preez	mieke@speakandlisten.nl	Speech and language therapist

MANAGEMENT	EMAIL ADDRESS	ROLE
Anne-Marie van Holst (Mo, Tu, We, Th)	Annemarie.vanholst@sopoh.nl	Director
Cheryl Embleton (Mo, Tu, Th, Fr)	Cheryl.embleton@sopoh.nl	HR & Business Manager (Asst. Director)
Colleen Cropp (Mo, Tu, Th)	Colleen.cropp@sopoh.nl	Learning leader

OFFICE SUPPORT	EMAIL ADDRESS	ROLE
Fouzia Begam	Fouzia.begam@sopoh.nl	Admissions & Office Manager
Manon Blaxland	Manon.blaxland@sopoh.nl	PR & Communications & Coordinator After school activities
Jeanet Warmerdam	Jeanet.warmerdam@sopoh.nl	Caretaker

EXPLANATION OF ROLES

DIRECTOR

The director provides leadership, strategic direction, and co-ordination within the school, develops, and maintains effective educational programs and promotes the improvement of teaching and learning within the school.

HR & BUSINESS MANAGER

Responsible for human resources, recruitment, building & facilities management, organizational matters, and PR. The business manager is also deputy director of school.

LEARNING LEADER

The learning leader is empowered to facilitate successful curriculum implementation and development. He/she ensures high quality teaching practices (didactics, pedagogics and class management) and delivery of a responsive curriculum that promotes inquiry, active engagement, and creativity in learning for all students.

TEACHER

The teacher is responsible for preparing lesson plans, educating students at all levels to promote academic, social, and personal development. The teacher is the first contact for children and parents and the person who liaises with parents and others involved.

TEACHING ASSISTANT

Teaching assistants work with teachers and give assistance to (groups of) pupils so that they can access the curriculum, takes part in learning, and experience a sense of achievement.

PHYSICAL EDUCATION TEACHER

Physical education (PE) teachers plan, organize, and deliver lessons consistent with the physical education curriculum of their students' grade level, helps children develop physical abilities and healthy habits that can last for the rest of their lives and coordinates sports events and tournaments.

ENGLISH AS ADDITIONAL LANGUAGE (EAL) SPECIALIST

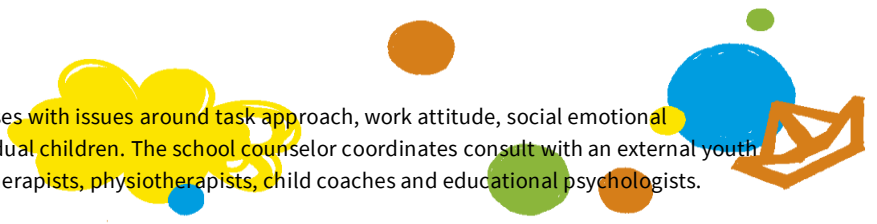
The EAL specialist is responsible for the quality of the EAL provision by devising and teaching programmes to enhance the provision of EAL students within the school. Additionally, the EAL coordinator will support teachers to operate at their best effectiveness in the delivery of the curriculum for EAL pupils so that they can achieve their full potential. The EAL coordinator works on demand as a point of guidance/reference for the teacher and supports or advises.

DUTCH AS ADDITIONAL LANGUAGE (DAL) TEACHERS

Dutch as Additional Language (DAL) teachers teach the Dutch language to students in our international community and increases the knowledge and skills of our Dutch speaking students. In collaboration with Haarlemmermeer Lyceum we have a small experienced team of DAL teachers. Groups 6 and 7 have extra Dutch lessons (pilot 2020 – 2021).

SCHOOL COUNSELLOR





The school counselor works on demand as a point of guidance/reference for the teacher and supports or advises with issues around task approach, work attitude, social emotional development, behavior, progress in learning, medical issues, absence, or any other specific concerns of individual children. The school counselor coordinates consult with an external youth health care team, for example our school doctor and school nurse, the school coach, social workers, speech therapists, physiotherapists, child coaches and educational psychologists.

EXTERNAL HEALTH CARE TEAM:

School doctor and school nurse

The school doctor and school nurse do general health checks (weight, eyes, disease history) and can be consulted about health, physical, psychological, emotional, social and behavior concerns by teachers and parents.

School coach

The school coach can support parents who have questions about raising children or might come across some challenges at home, which they would like support with, available to all parents and children.

Consultant Bridgeteam Samenwerkingsverband 'Passend onderwijs Haarlemmermeer'

We have a collaborative partnership ('samenwerkingsverband') to make agreements about support available to pupils and the appropriate place of education. Our consultant can help us to put extra support or arrangements in place for children with specific needs.

TEACHER COACH

The teacher's coach's goal is to support staff to acquire the understanding and skills to enhance instructional, pedagogical and class management practices at the classroom level.

CONFIDENTIAL PERSON

Optimist International School has allocated a teacher to support parents and pupils with confidential issues. This person is an independent person and respects privacy of parents and pupils.

OFFICE & ADMISSIONS MANAGER

The Office and Admissions Manager is the first point of contact to new and existing parents and handles admissions, ICT, leave, absence, finance and other office and school organisational matters.

PR & COMMUNICATIONS

PR and Communication deals with communication of school activities and PR, such as social media, advertisements, and relations with expat organisations.

CARETAKER

A caretaker handles maintaining the property and building, and other duties include cleaning, repair work and practical tasks within the school.

COORDINATOR AFTER SCHOOL ACTIVITIES

The Coordinator After School Activities deals with organizational issues regarding after school activities, coordinates the programme and is in contact with providers.