



Sacred Heart School

Pasture Street, St. Johns
Saba, Dutch Caribbean
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Vacancy Quality & Care Coordinator (1.0 FTE)

Are you an experienced educational professional who is passionate about student support, teacher coaching, and school improvement? Do you want to make a meaningful impact in a close-knit school community while living on one of the most beautiful islands in the Caribbean?

Then Sacred Heart School on Saba may be the opportunity you are looking for.

About Sacred Heart School

Sacred Heart School (SHS) is the only primary school on the island of Saba, serving approximately 165 students aged 4 to 12. We are committed to providing high-quality, inclusive education in a safe and supportive environment where every child can thrive.

Following a successful period of school improvement, SHS is now focused on strengthening educational quality, student support, citizenship education, and continuous professional growth within our Staff. To support this next phase, we are looking for a dedicated Quality & Care Coordinator.

The position

As Quality & Care Coordinator, you play a key role in both student support and school development. You work closely with teachers, parents, external specialists (EC2), and the school leadership team to ensure that every student receives the support they need while helping staff continuously improve their practice.

Your responsibilities

Student support & inclusion

- Coordinate student care and support systems.
- Support teachers in identifying and addressing students' educational and developmental needs.
- Guide the development and evaluation of Individual Development Plans (IDPs) and intervention plans.
- Coordinate support for students with learning, behavioural, social, and emotional needs.
- Maintain strong partnerships with parents, EC2, and external care providers.

Educational quality

- Support and monitor the school's quality assurance cycle.
- Help teachers analyse student data and translate outcomes into effective classroom practice.
- Monitor educational results and contribute to school improvement initiatives.
- Support the further development of citizenship education and inclusive practices.

Coaching & school development

- Coach and support teachers in meeting diverse student needs.
- Promote professional dialogue, reflection, and continuous improvement.
- Contribute to school development plans, inspection requirements, and educational innovation.
- Serve as a member of the school's leadership team.

What we are looking for

You are enthusiastic, analytical, and committed to helping students and teachers succeed.

Qualifications & experience

- Bachelor's degree in Education or a related field.
- Additional qualifications in Special Educational Needs, Educational Leadership, or Quality Management are an advantage.
- Master's degree preferred.
- Experience in primary education.
- Experience as a Care Coordinator, Quality Coordinator, Internal Supervisor, or similar role is highly desirable.

Skills

- Strong coaching and communication skills.
- Experience with student data analysis and progress monitoring.
- Knowledge of inclusive education and student support systems.
- Ability to collaborate effectively with staff, parents, and external partners.
- Flexibility and resilience within a small island community.

What we offer

- A one- or two-year contract with the possibility of permanent employment.
- Salary according to the Caribbean Netherlands Education, based on qualifications and experience.
- Attractive island and holiday allowance and end-of-year bonus employment benefits.
- Relocation support for international candidates.
- Pension scheme through Pensioenfonds Caribisch Nederland (PCN).

- Professional development and leadership opportunities.
- The opportunity to live and work on one of the safest and most beautiful islands in the Caribbean.

Why Saba?

Known as *The Unspoiled Queen* of the Caribbean, Saba offers breathtaking scenery, a welcoming community, world-class diving and hiking, and an exceptional quality of life.

Working at Sacred Heart School means becoming part of a school community that believes in the potential of every child and every staff member.

Interested?

Please submit:

- A motivation letter
- Your curriculum vitae
- Copies of relevant qualifications

A Certificate of Good Conduct (or equivalent background check) will be required prior to appointment.

We understand that it is currently the holiday season. Therefore, we will initiate the procedure after the holiday period. For more information, please contact:

Mr. Willem-Jan van Hest

Executive Director

Sacred Heart School

director.shs@sabalearns.org

Sacred Heart School

St. John's, Saba, Caribbean Netherlands