



## Site-based Coordinator (SBC)

### Role Overview

The Site-based Coordinator (SBC) plays a critical role in supporting students enrolled in Pamoja Online Courses and School Supported Self-Taught Courses (SSSTs). SBCs ensure students remain engaged, organised and on track, while acting as the primary link between students, their school, Pamoja teachers and the Pamoja teams. Proactive SBC support is closely linked to student success.

### Mandatory Training

Completion of the free, self-paced SBC Orientation Course is required. There is a strong correlation between successful students and SBCs who have completed their training.

[pamojaeducation.com](https://pamojaeducation.com)

### Course Knowledge & Student Support

- Maintain a clear understanding of Pamoja course structures, delivery and expectations.
- Be familiar with the Pamoja Student Engagement Policy, weekly workload expectations and Course Calendars.
- Support students with organisation, time management and completion of weekly tasks.
- Act as the point of contact for safeguarding and wellbeing concerns related to Pamoja students, escalating in line with your school safeguarding procedures and communicating with Pamoja where appropriate.
- Maintain collegiate, ongoing communication with Pamoja regarding student engagement, wellbeing and progress, working collaboratively to identify issues early and agree appropriate support strategies.
- Due to Pamoja's relationships being direct with schools, rather than individual students and/or parents, SBCs are responsible for handling parent communications.

### Student Progress & Engagement Monitoring

- Monitor student engagement, logins and progress via the Pamoja platform.
- Follow up promptly on missed deadlines or reduced engagement.
- Encourage constructive communication between students and Pamoja teachers.
- Escalate concerns to relevant Pamoja teams when required.

**Proactive SBC support is closely linked to student success.**

### Synchronous Learning & Participation

- Reinforce attendance at Live Online Lesson Events (OLEs).
- Ensure students access OLE recordings when live attendance is not possible.
- Ensure compulsory participation in Conversation Sessions for language courses.

### Assessments, Reporting & Exams

- Oversee End of Year 1 exams, Trial Exams and Supervised Tasks.
- Access, distribute and interpret Pamoja academic reports.
- Support students with Internal Assessments (IAs), where appropriate.

### IBIS Registration & Compliance

- Register students accurately on IBIS as online learners.
- Ensure compliance with relevant IB and Pamoja requirements.

### Recommended Practice

- Monitor student engagement weekly.
- Use Pamoja Course Calendars for term and workload planning.
- Allocate scheduled study time for Pamoja courses.
- Conduct regular student check-ins to reinforce effective study habits.
- Share relevant contextual information and updates with Pamoja (e.g. temporary circumstances) to ensure a full picture is available and personalised student support can be provided.