

# POSITION DESCRIPTION

## POSITION OF LEADERSHIP (POL 2)

### Learning Support Coordinator



The Learning Support Coordinator is responsible to the Principal through the Deputy Principals and the Director of Learning Diversity for promoting awareness and supporting students with diverse learning needs in the College. The coordinator will be responsible for developing programs to support students with disabilities, impairments, learning difficulties, and severe health issues and assist Curriculum Leaders in relation to gifted students. The Learning Support Coordinator is a member of the College Curriculum Team, Wellbeing Team and Learning Diversity team.

#### **Leadership Framework:**

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

#### **Child Safety:**

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

#### **Responsibilities:**

The Learning Support Coordinator will support the Director of Learning Diversity and work with the Learning Diversity team to:

- Provide leadership and support to the Learning Support Officers who assist students.

- Work with members of teaching staff to make learning adjustments and / or modifications for students as required.
- Assist in the collection and recording of data within the NCCD process.
- Provide resources and strategies to teachers to assist in their planning for students, including the development of Personalised Learning Plans.
- Offer appropriate curriculum programs
- Support teachers with the provision of accurate information and effective strategies to address students with individual needs.
- Work in association with the Curriculum Leaders, Learning Leaders, Year Level Leaders and wellbeing team in the provision of special programs and/or strategies.

### **Specific Duties**

- Under the direction of the Director of Learning Diversity, support the NCCD process, supporting staff and ensuring evidence is collected for the respective year levels.
- Ensure that personal learning plans are in place for students needing modification to curriculum, assessments and/or exams.
- Assist staff in developing modified programs and assessments where necessary.
- Engage in collaborative Program Support Group (PSG) meetings with parents/carers to ensure ongoing consultation, shared decision-making to address the requirements of students with diverse learning needs are effectively identified and addressed.
- Ensure that files are developed and maintained for each student with diverse learning needs with appropriate information communicated to staff.
- Liaise closely with parents and outside agencies to monitor programs and testing for students with diverse learning needs
- Liaise with visiting teachers, MACS Speech Pathologists, Psychologist and other Allied Health Professionals.
- Provide educational testing and make referrals to outside agencies when additional testing is required.
- Be a member of external groups for Learning Support Coordinators including MACS Networks.
- Represent the College at meetings in relation to Inclusive Practice/ Learning Diversity.
- Attend seminars and professional development sessions and share information.
- Liaise with the Curriculum Leader, Director of Students, Year Level Leaders and Pastoral Care Teachers on a regular basis regarding the academic progress and wellbeing of student with diverse learning needs.
- Liaise with the Directors of Students, Deputy Principals and Curriculum Leaders regarding students assigned to the Case Management status.
- As required, support the Deputy Principals, Directors of Students and/or Curriculum Leaders, to monitor students at risk, student referrals and assessment of learning needs.

- With the Curriculum Leaders, provide opportunities for the enhancement of learning within the curriculum with tailored programs for individual students as necessary.
- Provide information to staff regarding the specific learning needs of students receiving modified work at the beginning of each semester via use of the College LMS and staff briefings.
- In partnership with the Learning Leaders liaise, mentor and support staff in the provision of learning activities appropriate to the needs of students receiving modified work.
- Work with the Catholic Primary Schools (feeder schools) to assist with the transition of education support students into the College.
- Submit a regular item for the College Newsletter and a Report for the annual magazine.

#### **Other Duties**

- Other duties as required by and negotiated with the Principal
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

#### **Position Classification:**

- Position: Learning Support Coordinator – POL 2
- Remuneration: As per CEMEA
- Tenure: 3 Years commencing in 2026

#### **Key Selection Criteria:**

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

##### 1. Faith Leadership:

- Commitment to the values and ethos of Catholic education.

##### 2. Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or intentions for future study.

##### 3. Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

4. Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.