

Job Description

Title	Learning Support Coordinator
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Job Purpose	<p>The position of Learning Support Coordinator is a position of Special Responsibility for the oversight of students with diverse needs including Learning Support, Enrichment and Behavioural/Socio-emotional.</p> <p>The Learning Support Coordinator is a teacher and administrator who leads by professional and Biblical example in and out of the classroom; who encourages the staff and students throughout the School, as well as those in their direct care, to achieve high standards in the context of Academic rigour, Christian service and relationship. The Learning Support Coordinator has an important task in the oversight of the development and management of staff, curricula, learning support and extension and enrichment programs from P-12 and an ability to foster a learning support team that also encompasses counsellor, welfare and health staff to support the needs of all students.</p> <p>Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Tyndale Christian School.</p> <p>This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.</p>
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Interrelationships	 <pre> graph TD SB[School Board] --> P[Principal] P --> DP[Deputy Principal] DP --> LSC[Learning Support Coordinator] LSC --> ATSA[All Teaching Staff and Assistants] </pre>
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Key Accountabilities	<i>Accountability</i>	<i>Indicative Measure/s</i>
	Demonstrated Christian commitment to the Vision and Mission Statements and Educational Creed of Tyndale	1.1 Maintain a commitment to a faithful walk with the Lord Jesus Christ and an active commitment to and involvement with a Christian church. 1.2 Demonstrate ongoing commitment to the School's Vision and Mission Statements and Educational Creed in accordance with the articles and memorandum of association and biblical basis. 1.3 Demonstrate a growing understanding of the place of education, teaching and learning within a Christian worldview context. 1.4 Ensure the implementation of the Strategic Plan as relevant to each section of the School
	Leadership of Staff	3.1 Leading, overseeing and motivating the performance of Learning Support staff with a focus on constructive appraisal, monitoring of professional performance, capacity building and mentoring.

		<p>3.2 Supporting and inspiring the performance of Learning Support staff in embracing the educational strategies of the School and a Biblical approach to curriculum.</p> <p>3.3 Applying the defined human resource policies, practices and programs of the School in all interactions with staff.</p> <p>3.4 Addressing and resolving matters of performance and conduct of Learning Support staff, in accordance with School policies, procedures and values.</p> <p>3.5 Creating, coordinating and managing staff timetables and learning support program based on student needs</p> <p>3.6 Leading and presenting whole school Professional Learning</p> <p>3.7 Leading a full Learning Support faculty meeting at least once a term</p> <p>3.8 Facilitating a year review and strategic planning meeting at the end of Term 4</p>
	Compliance and Administration	<p>4.1 Collaborating with the Heads of School and the Deputy Principal to ensure full compliance with all organisational, compliance and control systems to mitigate risk, including WHS, protect the learning environment and optimise the use of resources</p> <p>4.2 Subject to the delegated authorities of the Principal, engaging with Federal and State government agencies to ensure performance standards and compliance requirements are met, remain current with relevant policy developments and endeavour to influence outcomes which benefit the students and the School.</p> <p>4.3 Oversight of disability, learning and support assessments for new students upon enrolment, oversight of annual PAT, minimum standards and other standardised testing for all students and liaise with outside agencies for new and existing assessment for students as required</p> <p>4.4 Reviewing, monitoring and updating relevant policies to ensure alignment and compliance with the School's strategic direction and statutory requirements.</p> <p>4.5 Actively managing critical parent, stakeholder and broader community concerns in line with school policy and practice, including the resolution of complaints. Where appropriate, elevating matters that represent a risk to the School to the Principal and School Board to ensure effective management and mitigation.</p> <p>4.6 Liaising with the Administration Coordinator to prioritise and schedule IEP meetings</p> <p>4.7 Checking and circulating IP profiles and Learning Support lists to teachers</p> <p>4.8 Liaising with parents/guardians for IP approval</p> <p>4.9 Liaising with parents/guardians for transition to Life Skills and working with NESA to formalise changes</p> <p>4.10 Manage Learning Support teachers and teacher's aides daily timetable, including managing daily updates based on staff absences</p> <p>4.11 Updating the calendar with assessment and events pertinent to Learning Support, Enrichment and Extension</p> <p>4.12 Overseeing HSC provision applications, submitting applications, determining the need for appeal, and overseeing HSC provisions during the exam period</p>

		4.13	Overseeing NAPLAN provisions and liaising with NAPLAN convenors and parents
		4.14	Preparing provisions rosters for all Secondary examinations
		4.15	Overseeing collection of all NCCD data, finalising and submitting to the Principal
		4.16	Managing the Learning Support budget
	Curriculum and Pastoral Care	5.1	Embedding the Tyndale Christian School Wellbeing Framework for well-being and pastoral care for all students to ensure preparedness for their future as disciples of Jesus Christ
		5.2	Ensuring a sound knowledge of emerging evidence-based research in educational theory, learning theory, curriculum design, learning technologies, assessment and methodologies underpin all learning and teaching programs
		5.3	Working with Heads of School to develop and provide exemplary learning opportunities for students of all ages
		5.4	Oversight of Tier 2 and 3 Interventions
		5.5	Oversight of Extension and Enrichment Programs in K-12
		5.6	Organisation of ICAS competitions for K-10
		5.7	Organisation of Enrichment and Extension opportunities K-12, such as Tournament of the Minds, Da Vinci Decathlon, Debating competitions, etc.
		5.8	Working with Heads of School and Welfare Coordinators to address consistent application of student discipline
		5.9	Actively managing Child Protection matters in conjunction with the Principal and in accordance with the Child Protection Policies and Procedures
		5.10	Relating and interacting with students to achieve a level of connectedness that is engaging, reflects a high level of personal commitment, is responsive to the attitudes of relevant generations and is 'in touch' with current student needs and life challenges
		5.11	Building positive relationships with parents, as appropriate to student needs, to support their development and well-being.
		5.12	Attending Primary and Secondary Wellbeing meetings
	Professional Standing & Development	6.1	NESA Accreditation
		6.2	Continuing professional development
		6.3	WWCC clearance
	Other Duties	7.1	Other duties as delegated by the Principal

Major Dimensions	<ul style="list-style-type: none"> Member of the Leadership Team
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Minimum Requirements	Qualifications & Knowledge: <ul style="list-style-type: none"> Relevant teaching qualifications and current NESA Accreditation Valid WWCC Post graduate qualifications such as a Masters degree or equivalent preferred but not essential
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	Experience & Capabilities: <ul style="list-style-type: none"> • Experienced educator with exceptional leadership, communication and administration skills • Outstanding interpersonal skills with students, colleagues and parents • Proven leadership experience • Understanding of current pedagogical research • Understanding of Christian Education
Classification	NSW Christian Schools Teaching Staff Teaching Step plus Position of Responsibility Level 2