

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Director of Learning Support
<b>Campus:</b>	Wantirna South and Narre Warren South
<b>Employment Status:</b>	FTE 1.000
<b>Reports Directly To:</b>	Director of Teaching and Learning

### Role

Working across both campuses of WCC, the Director of Learning Support provides leadership and management to the Learning Enrichment and Program Support (LEAPS) Department. They will be responsible for the delivery of quality educational and developmental support for all students, staff, and families from ELC to Year 12. Through a team of Learning Support Assistants and special educators, program support is delivered in classrooms, small groups and one-on-one wherever required to students with diverse needs (Students with Disability, well-being needs, Gifted and Talented, Aboriginal and Torres Strait Islander and Students for who English is an Additional Language).

### Ministry Specifications

- Responsible for the determination and implementation of departmental policies within the framework of the school's aims, and curriculum and assessment policy
- Develop a professional and collaborative approach between LEAPS staff, other departmental staff, College Student Wellbeing Coordinators, parents, and students
- Remain up to date with current thinking in teaching and learning especially in the developments of special education, and be knowledgeable in the use of effective teaching and learning strategies, including the appropriate integration of information technology across the curriculum
- Readily contribute expertise or that of the department to whole-school curriculum delivery and reviews
- Monitor opportunities for staff professional development in all areas of student need, e.g., Gifted and Talented students, EAL students, those needing support across the curriculum and integrated students
- Ensure the curriculum for extension/enrichment, remediation and EAL programs are appropriately developed and available according to identified need
- Responsible for the scope and organisation of supports/programs offered within the LEAPS department and ensure that the expectations of a student receiving help in all areas of his/her studies is consistent
- Identify through assessment procedures, special needs of all referred students and monitor the progress of students within the department
- Responsible for collation, dissemination, and monitoring of the College's NCCD list and provide accurate data for the annual Census, including student accommodations, referrals, review of student diagnosis and list of imputed students.

- Being aware of and applying for grants that would assist with resource acquisition or access to special programs, e.g., Commonwealth and State funding for students with disabilities
- Keep records of departmental discussions and decisions, student assessments, Program Support Group meetings and review procedures
- Liaise with and arrange appointments with specialist Therapists/Outside Agencies/Medical Personnel for students requiring specialist assistance
- Liaise with visiting teachers funded by Government to provide specialist assistance for students as required
- Ensure that students with identified learning difficulties are assessed prior to their enrolment
- Assist students, families, school personnel and external specialists to maximise learning outcomes for all students that they gain from their school experience

#### **Departmental Staff:**

- Make recommendations to the Director of Teaching and Learning, Head of Camps and Head of School on the appointment of new LEAPS staff, preparation of position description of LEAPS staff, teaching allocations of LEAPS teachers and other special duties, including student support priorities, student management strategies and evaluations
- Monitor career development of LEAPS staff which includes regular informal appraisal of staff, endorsement of strengths and constructive comment when staff are experiencing difficulties
- Oversee professional development opportunities for LEAPS and teaching staff, for supporting students with learning needs
- Delegate tasks to draw on and develop the strengths of staff
- Ensure that all appropriate staff can contribute and view a single master file of LEAPS documents
- Ensure that the student's IEP is explained to relevant staff and the IEP is followed
- Ensure that all files are kept confidential – not to be removed from LEAPS office

#### **Curriculum and Assessment:**

- Investigate, develop, and review an effective assessment policy for use in classrooms in consultation with the Director of Teaching and Learning, Heads of School, and Heads of Campus
- Oversee management of term and semester reports for students on IEPs and student support plans
- Represent the department by participating in the development of common policy at Heads of Departments' meetings
- Communicate information to members of the department
- Ensure consistent methods of assessment are maintained for addressing student's needs and planning of their programs

#### **Resources**

- Negotiate with the Director of Teaching and Learning with respect to budget priorities
- Coordinate the acquisition of new educational support resources

- Work with LEAPS teachers to prioritize needs for capital resources
- Monitor recurrent expenditure to observe budget allocation
- Ensure proper care of existing resources
- Ensure appropriate and safe storage of resources

### **Professional Duties**

- Model exemplary classroom practice when supporting students with additional learning needs
- Attend LEAPS department meetings to discuss student's progress, student's curriculum, pastoral and other matters
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g., lunch/recess student supervision, student monitoring
- Actively pursue best practice in area of responsibility

### **Administrative Duties**

- Arrange regular meetings with members of department
- Keep records of all student assessments and review procedures, contact with parents and external agencies
- Arrange for the review and planning of programs at every level
- Identify responsibilities for staff, e.g., coordination of integrated students
- Order resources for staff and student use as required, managing departmental resources to ensure that departmental requirements are met
- Be familiar with and observe legal requirements that relate to the care of students
- Work with the Director of Teaching and Learning in matters of curriculum and assessment development review and coherence

### **Inherent Requirements of the Position**

- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students, and visitors
- Participate in relevant training and induction sessions

- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

**College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role
- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection. Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events and Presentation Night

**Other Key Relationships**

- Heads of Teaching and Learning
- Enrichment Coordinators