

## Position Description

<b>Position Title:</b>	<b>Head of Exceptional Learners</b>
<b>Reports to:</b>	Director of Teaching and Learning Innovation
<b>Role Purpose:</b>	<p>The Head of Exceptional Learners will work in close partnership with Heads of Sub-School (Junior High and Senior School), Heads of Curriculum, Curriculum Leaders and the Director of Teaching and Learning Innovation to support teachers in maximising student learning, particularly the exceptional learners.</p> <p>The role includes the leadership and oversight of all exceptional learner programs P-12.</p> <p><i>Please note that this Position Description:</i></p> <ul style="list-style-type: none"> <li>▪ can alter with changes in the roles and responsibilities of the position</li> <li>▪ will be used as a framework for appraisal.</li> </ul>
<b>Main Objectives:</b>	<ol style="list-style-type: none"> <li>1. Leadership and oversight of all exceptional learner programs from P-12</li> <li>2. Development and maintenance of positive relationships</li> <li>3. Provision of professional development related to exceptional learners for teachers</li> </ol>
<b>Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. <b>Leadership and oversight of all exceptional learner programs from P-12</b> <ol style="list-style-type: none"> <li>1.1. Consult regularly with Heads of Sub-School (Primary Years, Junior High and Senior School), Heads of Curriculum, Curriculum Leaders and the Director of Teaching and Learning Innovation regarding program development and other matter related to exceptional learners</li> <li>1.2. Support the development and sustainability of inclusive cultures and practices across the College</li> <li>1.3. Work with staff to make explicit the educational philosophy of the exceptional learner programs to indicate their relationship to the College Mission Statement and goals</li> <li>1.4. Provide professional leadership through example and keeping abreast of educational developments in the area of exceptional learners</li> <li>1.5. Develop, lead and manage a department strategy to meet the needs of the College exceptional learners that utilise available resourcing.</li> <li>1.6. In consultation with exceptional learner staff, Heads of Sub-Schools and Director Teaching and Learning Innovation prepare and annually review policies and procedures for exceptional learner programs</li> <li>1.7. In consultation with department staff provide guidance to the Director of Teaching and Learning Innovation with regards to budgeting matters</li> </ol> </li> </ol>

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	<ol style="list-style-type: none"> <li>1.8. Support department staff to ensure consistency in approach and program development for all exceptional learners at the College</li> <li>1.9. Ensure clear, transparent and communicated selection processes are in place for all exceptional learner programs</li> <li>1.10. Provide advice regarding Years P-12 testing choice for identification purposes</li> <li>1.11. Maintain awareness of appropriate legislation and policies</li> <li>1.12. Provide professional guidance on relevant legislation and policies to Senior Leadership</li> <li>1.13. Together with department staff prepare applications and maintain records for Years 7 -12 on Synergetic relevant to funding applications</li> <li>1.14. Assist with the enrolment of new P – 12 students where exceptional learner support may be involved</li> <li>1.15. Ensure funding applications are prepared and submitted for all P -12 students meeting the criteria for additional needs funding</li> <li>1.16. Maintain confidential records on all referred students and student/parent contacts in accordance with legal requirements and College policies and procedures</li> <li>1.17. Mentor and supervise exceptional learner teachers to ensure high standards of practice</li> <li>1.18. Timetable P -12 exceptional learner staff for in class support, withdrawal and other work requirements</li> <li>1.19. Provide an annual written report to the Director Teaching and Learning Innovation on such matters as student and staff achievements, learning and teaching innovations, issues, etc.</li> </ol> <p><b>2. Development and maintenance of positive relationships</b></p> <ol style="list-style-type: none"> <li>2.1. Exercise effective communication skills with students, staff, parents and others</li> <li>2.2. Positively promote the College both within and beyond the school community</li> <li>2.3. Establish positive relationships with parents and family members, responding promptly to parent and student concerns</li> <li>2.4. Provide thorough and timely reports, data and information as requested</li> <li>2.5. Prepare articles for school publications on a regular basis</li> <li>2.6. Facilitate the dissemination of information to parents, students and staff regarding student learning requirements, progress, issues, programs etc.</li> <li>2.7. Maintain confidentiality in regard sensitive or private information about students, parents, colleagues and the College; communicate information appropriately when necessary in the interests and wellbeing of the College community</li> <li>2.8. Provide regular articles for school publications</li> <li>2.9. Foster and contribute to collaborative working relationships with other Curriculum Leaders and teachers.</li> <li>2.10. Convene regular meetings to provide a forum for program development and review, debate, discussion and consultation</li> <li>2.11. Counsel, and where necessary, redirect teaching staff with concerns/problems relating to work. Where re-direction is required the normal process would be to the Head of Sub-School or Director Teaching and Learning Innovation.</li> </ol>
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	<p><b>3. Provision of professional development related to exceptional learners for teachers</b></p> <p>3.1. Provide workshop sessions for teachers to raise awareness of the needs of exceptional learners</p> <p>3.2. Provide professional development sessions to support teachers in their development of appropriate pedagogical skills to cater for the exceptional learners</p> <p>3.3. Undertake professional development as determined.</p> <p><b>4. Other duties</b></p> <p>4.1. Teach a maximum of 0.2FTE</p> <p>4.2. Other duties as determined by the Director of Teaching and Learning Innovation.</p>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• Health and Safety:</li> <li>• take reasonable measures to protect their own health and safety and others</li> <li>• follow all reasonable Health and Safety policies, guidelines and directions</li> <li>• if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources and training available to their team members.</li> <li>• Understand and uphold standards in policies and other reasonable directions as directed</li> <li>• Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement</li> </ul>
<b>Selection Criteria:</b>	<p><b>SC1 - Qualifications and knowledge</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in the area of Learning Support</li> <li>• Familiarity with relevant curriculum documentation e.g. ACARA, IB, PYP, QCAA, LEQ/LEA....</li> <li>• Excellent knowledge of appropriate learning support strategies, policies and current practice</li> <li>• Be a registered teacher in Queensland.</li> </ul> <p><b>SC2 - Skills</b></p> <ul style="list-style-type: none"> <li>• Outstanding inter-personal and communication skills including the ability to cater to the needs of teachers and parents in a positive and collaborative manner.</li> <li>• Successful experience in collaboratively developing programs to improve learning outcomes of exceptional learners</li> <li>• Highly developed organisational and planning skills.</li> </ul> <p><b>SC3 - Abilities</b></p> <ul style="list-style-type: none"> <li>• Possesses a commitment to the ethos of Lutheran Education</li> </ul>

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	<ul style="list-style-type: none"> <li>• Shows a care and concern for the individual student, parent, teacher, colleague and strives for honesty and integrity</li> <li>• Demonstrates a high level of personal initiative and responsibility</li> <li>• Works collaboratively and develop a positive rapport with teaching and non-teaching staff and senior managers</li> <li>• Establishes and maintains professional links with outside expert bodies</li> <li>• Enthuses and encourages staff and students through engagement with professional learning.</li> </ul>
<b>Committee Membership:</b>	P-12 Curriculum Team
<b>Terms &amp; Conditions:</b>	Queensland Lutheran Schools Enterprise Agreement Schedule 4 - Position of Added Responsibility Salary + Curriculum Leader 1 allowance Class Teaching – maximum 0.2FTE equivalent
<b>Location:</b>	St Peters Lutheran College 66 Harts Road Indooroopilly QLD 4068

**Updated/Reviewed: 01/08/2023**

***Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.***