

Position description

LEARNING SUPPORT LEADER



REPORTING TO: Assistant Principal: Learning & Teaching

APPOINTMENT: Permanent, full-time

CLASSIFICATION: PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 840 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students.

PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role.
- A clear sense of calling and desire to work with and teach students within a Christian school.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.
- A commitment to ongoing development and maintenance of a Child Safe culture within the College.

THE ROLE

The Learning Support Leader role is primarily responsible for equipping teaching staff to understand and serve the wide diversity of students in the College. The Learning Support Leader will assist teaching staff plan and implement strategies to allow students to access the full breadth of the curriculum and *be the best they can be*.

The Learning Support Leader will form part of the College Senior Leadership Team where they will advocate for students who need particular support in their education and advise the College Leaders.

POSITION OBJECTIVES

To provide a high standard of service at PVCC in accordance with College policies and procedures. As part of the Senior Leadership Team, and members of a Christian learning community, the Learning Support Leader plays a pivotal role in advocating for, and providing support to, diverse learners within the College community.

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RESPONSIBILITIES:

The Learning Support Leader will work closely with, and advise, the Assistant Principal: Learning and Teaching, and other members of the Executive, to drive strategic change and innovation in the areas of teaching to diverse learners. Key areas of responsibility in this role will include:

- Modelling Christian leadership and promoting the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Form part of the Senior Leadership Team
- Advise stakeholders on Learning Support programs
- Coordinate the Learning Support staff
- Applying for, and monitoring of, funding and special provision applications

SPECIFIC DUTIES:

LEADERSHIP DUTIES

- Acting as part of the Senior Leadership Team at PVCC, collectively providing leadership and oversight for PVCC
- Facilitate all services and assessments offered to students that relate to the provision of Education Support, and maintain and secure appropriate records
- Lead, monitor and coordinate liaising with and reporting to Heads of Schools, parents and outside entities regarding Learning Support programs and ensure all relevant information, plans and permission requests are of the appropriate quality, to be delivered and returned as required
- Advocate for Learning Support with College Leadership
- Advise the College Leadership on the legal requirements and their implications associated with Learning Support
- Coordinate the contribution of the Learning Support Team to the whole College vision and priorities
- Stay abreast of the best practice and developments in Learning Support and
 - Advise College leadership accordingly
 - Implement Professional Learning for staff as needed or requested
 - Observe classes as needed or requested
 - Assist staff to modify programs and assessment so that individual students may access the curriculum more readily
 - Work with Heads of School and the Assistant Principal: Learning & Teaching, to coordinate provision of Education Assistants to classroom teachers
- Track student data, advise Executive, Heads of Sub-Schools and teaching staff on progress and needs of students
- Develop policy and procedure pertaining to Learning Support, including budgets, funding applications, and acquittal processes

LEARNING SUPPORT STAFF

- Coordinate the work of the Learning Support Team, including delegation of appropriate duties and schedules to the Learning Support Team
- Work cooperatively with Heads of Sub-Schools and liaise with the Wellbeing Team to achieve the optimum support for students with particular needs in accessing appropriate curriculum

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- Implement and ensure effective communication with all key stakeholders to achieve these goals
- Ensure that teaching staff are informed and empowered to take responsibility for the learning of all their students

STUDENTS

- Assist College Leadership with enrolment processes where requested
- Test, or arrange for testing of, students to determine their needs in order to access appropriate curriculum and provide reports to Heads of School and Assistant Principal: Learning & Teaching
- Organise and communicate the special provisions for students taking external assessments, e.g. NAPLAN and VCE, including relevant practice assessments

GENERAL

- Communicate with, contract and monitor the quality of assistance offered by allied health professionals to support Learning Support students at the College
- Teach as and when required
- Represent the College as required
- Other appropriate duties as directed by the Principal

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Learning Support Leader is accountable to the Assistant Principal: Learning & Teaching, and is responsible for keeping them adequately informed of the activity of the Learning Support Team. The Learning Support Leader has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College and on approved activities outside the College.

ESSENTIAL SKILLS AND COMPETENCIES – KEY SELECTION CRITERIA

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Bible-centred Christian growth devotions and prayer times
- Exemplary demonstrated life of Christian ethics and faith
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold current VIT registration
- Post Graduate qualification in the field of special education / specific learning challenges and extension methodologies
- Demonstrated ability to assist in fostering a learning environment that takes account of the individual needs of students and helps them to develop their unique abilities and talents
- Thorough understanding of NCCD processes and requirements
- Understanding of, and experience in, funding and special provision application processes
- Hold and maintain an approved:
 - Certificate II in First Aid
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification

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Interpersonal skills

- Outstanding and highly developed interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College, including students, staff, parents, the Executive, allied health professionals and the wider community
- Demonstrated outstanding organisational skills and the ability to meet deadlines
- Punctuality
- Display strong commitment and capability to work in a team environment
- Ability to provide information to a culturally diverse public
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness

Specialist skills

- Excellent teaching skills in literacy and numeracy
- Experience working with students with additional learning needs
- Understanding of the needs of students with additional learning needs, including both challenge support and extension support
- Range of assessment and effective teaching strategies in the field of special education

Management skills

- Excellent people, communication and leadership skills, with professional work habits
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available
- The ability to teach and nurture effective teaching strategies in other teachers
- Demonstrated ability to empower teachers to have a full understanding of their students and built teacher capacity to meet the educational needs of all students
- Demonstrated capacity to provide servant leadership, preferably in a K-12 school, that is characterised by a desire for continuous improvement and innovation

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COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

Position description

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____

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