

## **Schedule 1 - Position Description**

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### **Position Description and Duty Statement**

<b>Title:</b>	Head of Education Support 7 - Yr 12 (including NCCD)
<b>Responsible to:</b>	Director of Teaching and Learning and Head of Secondary
<b>Time Fraction:</b>	Full Time / Part Time
<b>Location:</b>	2 Nagle Avenue, Elsternwick 3185

### **Position Context**

Leibler Yavneh College is a co-educational Modern Orthodox Jewish Day School catering for students from ELC to year 12. Our vision is to develop the character, enrich the intellects and engage the souls of outstanding, Torah and Israel-committed youth. Leibler Yavneh College is committed to playing a central role in the personal development of our students, nurturing them to become lifelong independent learners, of fine character imbued with integrity and compassion. The learning environment is focused on fostering strong academic achievements and positive wellbeing outcomes to assist students flourish across intellectual, spiritual, social, emotional, physical, behavioural and cultural aspects of the self.

The Head of Department will be a visionary educator who is responsible for leadership and management of the department. They will keep abreast of research in learning and teaching, including approaches, pedagogy, student engagement, learning theory and knowledge. The Head of Department will work actively to build a collegial team of staff within the department and will promote education support within the school community of students, parents and staff.

The Head of Education Support delivers effective and well targeted assistance to students requiring further support to reach their full potential and achieve individual excellence. This position will be accountable to the Director of Teaching and Learning and Head of Secondary and will be responsible for leading the Educational Support Department, including Education Support Assistants.

### **Responsibilities and Duties 2021 and ongoing:**

The Head of Education Support is responsible for overseeing the Learning Support, and Disability Support Year 7 – Year 12. This includes:

- Collaborating with Head of Secondary, Director of Teaching and Learning, psychologists, teachers and Education Support Assistants to provide quality services to students, families and staff
- Lead department staff to excellence as a team as well as individuals delivering excellence in their teaching and learning and support they provide
- Provide feedback to staff and help them manage their growth

- Be a mentor, particularly to new staff, reflecting best practice pedagogies and knowledge of curriculum content
- Be accountable for the performance and management of staff and for monitoring that appropriate standards of teaching, assessment, reporting and behaviour are followed
- Actively contribute to the Heads of Department Team to help shape the College's curriculum and teaching development in collaboration with the Director of Teaching and Learning
- Responding to concerns raised by teachers regarding individual learners
- Participating with classroom teachers in identifying and assessing students considered by teachers to be 'at risk'
- Testing and assessing students to identify learning intervention and/or support requirements
- Advising staff of individual student learning disabilities and difficulties and/or support requirements in a timely matter
- Arranging efficient timetables for education support staff to provide intervention and remediation to be implemented early Term 1 2021
- Engaging school assistants to support students with disabilities on integration programs
- Overseeing the writing of and/or updating applications for Federal, State and MJCAS funding including and not limited to NCCD and JCAS
- Consulting with professionals and other outside agencies
- Observing delivery of programs to ensure quality practices
- Identifying NAPLAN adjustments for students with special needs
- Ensuring budgets are applied for and implemented appropriately
- Collaborating with teachers and Education Support staff at the College to develop consistent approaches and share successful strategies, activities and tools
- Supporting the development and maintenance of a best practice WHS culture within the workplace including professional development of staff

#### Parent Communication and ILP

- Ensure ILPs are written and delivered across the Secondary School in accordance with students needs and goals
- Ensure all ILPs are approved by parents
- Establish effective processes to develop, communicate and implement Program Support Groups

#### NCCD

- Maintaining and regularly reviewing the record of students on each level
- Ensuring teaching staff are aware of levels and have clear recommendations for adjustments to be made in the classroom for each student
- Ensuring that NCCD processes and documentation are implemented accurately and maintained
- Facilitating the connection between teaching staff and learning assistants and ensuring teaching staff understand their responsibilities
- Monitoring and providing timely support to teachers regarding their NCCD entries

Working closely with the Director of Teaching and Learning and Head of Secondary, the Head of Education Support will:

- Develop an Inclusive Education Policy
- Further develop and embed processes and systems to identify and track students with disabilities or imputed
- Develop processes for screening students and maintaining longitudinal data
- Develop a consistent framework for identifying and writing student learning plans distinguishing those used for disability in contrast to learning difficulties
- Further develop and maintain an effective, up-to-date electronic filing system for each student receiving learning support including, but not limited to: records of interviews, testing, ILPs and other special arrangements from Year 7 to Year 12 meeting confidentiality requirements

#### **Essential Characteristics, Qualities & Skills:**

- Exceptional teaching record with the ability to produce outstanding outcomes for all students
- Exceptional interpersonal skills and the ability to relate to all students, staff and parents.
- A person with a love of children, a family-centred focus, and an ability to relate to all age groups
- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction
- Display qualities of sincerity, integrity, confidentiality, empathy, wisdom and resilience
- An ability to advocate on behalf of others, engage with measured risk and show personal courage
- Demonstrates self-awareness and a commitment to ongoing professional learning for self and staff
- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people
- Experience in a similar role or demonstrable potential to succeed in a leadership role
- Experience in building a connected school community and a positive school culture
- Experience in working with students who have a variety of learning, social and psychological needs
- Experience in embedding ICT in learning experiences

#### **Qualifications/Registration:**

- Relevant tertiary qualification
- Registered teacher status

#### **Key relationships**

- Education Support Teachers
- Education Support Assistants
- Psychologists
- Teaching Staff

**Child Protection:**

You adhere to the College's policy on Child Protection including an ongoing requirement to complete on an annual basis a Mandatory Reporting online training module and to attend a staff briefing session on Child Protection each year.

**College Expectations**

At Leibler Yavneh College all staff are contributing to the learning, teaching and caring of our students. As such every staff member is directly involved in creating a positive learning environment where students and staff can flourish. Staff are expected to engage with the broader College community in a professional manner and model our values of Respect, Integrity, Gratitude, Honour and Tradition in all they undertake. Participating in College events supports a sense of belonging building positive relationship and creates an understanding of the ethos of the College.