

ROLE DESCRIPTION

Title:	HEAD OF LEARNING ENRICHMENT 7-12
Date reviewed:	August 2023
Responsible to:	Head of Senior School
Supervised by:	Dean of Academic Studies 7-12
Supervises:	Department Staff (Learning Enrichment Teachers and Educational Assistants)
Frequent Communications Lines:	Head of Senior School, Dean of Academic Studies, Heads of Departments, School Counsellors, Deans of Students, staff, parents/carers, students
Department:	Senior School
Classification:	Teaching classification + POR 1
FTE:	Fulltime 1.0
Qualifications/skills required:	<ul style="list-style-type: none"> • NESAs accredited teacher • Learning Enrichment qualifications, or willingness to undertake further study in this area highly desirable/preferred • Minimum five years' experience working in Learning Support • Case Management experience • Experience with NCCD collation and moderation

Vision

To develop in each child their unique qualities, equipping them to enjoy a successful Christ-centred life.

Responsible for:

Promoting an inclusive educational environment through leading and managing the learning enrichment team. Identifying, implementing and reviewing support for students with additional needs, including students with disabilities and learning difficulties.

Role Overview:

- Department leadership (inc budgets & staff timetabling)
- Department administration
- Teacher support & Curriculum differentiation
- Collaborative engagement with families and professionals
- Case Management
- NESAs disability exam provisions
- Professional development training for staff

Specific Skills and Responsibilities

Department Leadership

- Advocates for the needs of students with relevant leadership, parents, and teachers to maximise learning outcomes. This may include participating in department class planning, yearly handovers, transition programs.
- Works with staff to develop a whole school approach to learning, including the creation of Learning Enrichment policy and programs.
- Responsible for the identification, planning, implementation and monitoring of student needs and supports.
- Liaises with class teachers regarding suitable strategies to support students with learning difficulties and disabilities.
- Oversees Learning Support staff to implement individual plans promoting sound pedagogical practice.
- Supervises Learning Enrichment Teachers to write, implement and report on Intervention Programs (including MultiLit).
- Has extensive knowledge of Disability legislation, and the process of NCCD and NESA Disability Provisions.
- Facilitates department meetings for Learning Enrichment staff on a regular basis.
- Works in collaboration with the leadership team to interview quality Learning Enrichment staff.
- Regularly attends and contributes to meetings with fellow Heads to collaborate.
- Attends curriculum evenings to market and communicate opportunities to parents and students.
- Collaborates with other Heads and professional associations to keep up to date with best practice.

Department administration

- Administrates the Learning Enrichment Department with excellent organisational skills, demonstrating attention to detail, thorough and transparent processes.
- Responsible for the department budget in consultation with Head of School.
- Develops pre-enrolment plans in consultation with leadership.
- Organises Learning Enrichment staff timetables in consultation with staff.
- Coordinates special provisions for assessments and standardised tests.
- Oversees the delivery of appropriate support for students with a range of learning needs.
- Analyses assessment data and standardised test results to identify student needs and determine relevant intervention programs.
- Assesses and refers students to relevant specialists for assessment and treatment when appropriate.
- Examines specialist reports and identifies recommended adjustments for Individual Plans in consultation with parents.
- Monitors the development and implementation of all Individual Plans (with teachers).
- Collates all student NCCD data and moderates with the Head of Learning Enrichment K-6 and an external independent school.
- Ensures modified school reports are developed for identified students.
- Provides course descriptions and outcomes for intervention program reports.

- Meets with Head of Senior School with NCCD data report
- Organises regular department meetings with teachers and Educational Assistants.
- Writes articles for the Yearbook.
- Communicates maintenance requests relating to departmental areas and special provisions.
- Monitors safety and leads an annual workplace safety check in classrooms.
- Prepares information for Curriculum and Assessment Booklets provided to students.
- Liaises with the department to develop an agenda and record minutes for support staff meetings.
- Orders supplies for Learning Enrichment team as needed.

Collaborative engagement with families and professionals

- Possesses highly developed interpersonal skills and communicates positively with students, staff and parents.
- Empathises, and collaborates with all stakeholders.
- Facilitates regular Individual Planning meetings with parents and teachers, including case managing Yrs 11 & 12.
- Organises meetings with teachers, parents and specialists to discuss effective strategies to address student's needs.
- Supports teachers with complex case mgt support
- Collaborates with school counsellors and Curriculum & Wellbeing staff.
- Seeks and confers with Association of Independent Schools (AIS) consultants to gain expert advice when necessary.
- Meets with Head of Senior School for planning and reporting.
- Co-ordinates the Year 7 Orientation experience/modifications for Year 6 students in liaison with Learning Support K-6 and/or external providers.

Professional development and training for staff

- Mentors, builds capacity and guides teachers and members of the Learning Enrichment Department, providing support and advice as needed.
- Encourages and models ongoing Professional Development and reflection of practice.
- Oversees and provides the Professional Development of staff in the Learning Enrichment Department.
- Facilitates Learning Enrichment training for the school in consultation with school leadership.
- Provides school-wide professional development and training as required.

Teaching

- Writes, implements and reports on Intervention Programs (including MultiLit and Study Skills classes).
- Fulfils school requirements for student supervision (including playground duties, camps, school events).
- Liaises with department members and the Director of Curriculum to address concerns with students' academic progress.
- Other duties as directed by the Head of Senior School/Principal.

Other Duties

- Other duties as directed by the Dean of Academic Studies 7-9 and 10-12/Head of Senior School/Principal.