

Coordinator of Learning Enhancement 7-12 | Position Description



Position title: Coordinator of Learning Enhancement 7-12

Reporting to: Head of Learning Enhancement and Enrichment

Position summary:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

At Ascham, teachers are responsible for the intellectual development and wellbeing of their students. Teachers deliver excellence in developing and delivering academic programs, administration of student assessment and results, marking and record keeping. All teachers contribute to the activities of their department and the school community.

The Coordinator of Learning Enhancement 7-12 is responsible for collaboratively working with teachers to enable students with diverse learning difficulties and disabilities to access the expectations of their coursework.

Duties and Responsibilities:

Curriculum, Teaching and Learning Responsibilities

- Work closely with Year Coordinators and teachers to identify and track students' needs and progress
- Have sound experience, knowledge and awareness of how learning and assessment activities need to be adjusted for neurodiverse learners
- Equip teachers with information, resources, and exemplars to grow skills of observation about the way students learn and access the curriculum and encourage best practice.
- Personalise student learning profiles with appropriate curriculum adjustments for teachers to differentiate teaching/learning practices
- Monitor student learning profiles for teacher feedback
- Respond to parent concerns in a timely and professional manner
- Collaborate with the LE team and teachers to provide a range of assessment adjustments to enable students to access the task and demonstrate their knowledge and understanding.
- Demonstrate knowledge and understanding of the processes associated with the National Consistent Collection of Data
- Demonstrate knowledge and understanding of the processes associated with applications for NESA Disability Provisions.

General Responsibilities

- Maintain records and teaching notes of student progress
- Maintain and update records of students on school data base
- Set and maintain professional goals and standards, including participating in professional development and compliance training and constantly investigate pedagogical and educational trends
- Positively and proactively contribute to the life of the School

- Always behave in professional and confidential manner
- Collaborate and consult with other members of the department and share resources
- Ensure compliance with the School's Code of Conduct, all other internal policies and procedures and health and safety laws and regulations

Essential Criteria

- Appropriate tertiary and teaching qualifications and accreditation with NESAs including qualification and experience teaching students with learning difficulties and disabilities.
- Sound awareness and understanding of the many characteristics of neurodiverse learners including students on the ADHD spectrum, the ASD spectrum and those with Learning Disabilities/ Difficulties.
- A demonstrated ability to adjust for individual learning needs and assist in the planning of a differentiated curriculum
- A strong commitment to student wellbeing and to meeting students' social and emotional needs

Name: _____

Signed: _____

Date: _____