

# Head of Learning Enhancement 7 - 12 | Position Description



**Position title:** Head of Learning Enhancement 7 - 12

**Reporting to:** Director of Studies

## **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 Schools achieve its objectives.

The Head of Learning Enhancement is responsible for promoting an inclusive educational environment through co-ordination, oversight and monitoring of students with additional needs.

The successful candidate will be an exceptional educator, who is highly motivated to ensure continued inspirational engagement with our students 7–12.

Essential requirements for this role are a proven success in leading a team, strong intellectual acumen, strong IT competencies, superb classroom practice, excellent collegial, interpersonal and communication skills, and an authentic commitment to the wellbeing of students and supporting the School's vision.

## **Duties and Responsibilities:**

### **Leadership**

- Is an enthusiastic leader of learning who supports the School's Executive in maintaining and developing learning and innovation across the School in a manner that values every student and ensures the best possible academic outcomes for each student
- Is responsible for leading, managing and developing learning and programs in the Senior School's Learning Enhancement Department
- Is responsible for all aspects of learning, teaching, administration, assessment, monitoring, record keeping and programming in the Learning Enhancement Department
- Possesses highly developed interpersonal skills and communicates positively and effectively with students, parents and staff
- Sets the highest possible professional standards
- Is a mentor and role model to members of the Senior School's Learning Enhancement Department.
- Ensures the strategic direction of the School is supported by the Learning Enhancement Department
- Develop support structures for students aligned with Multi-Tiered Systems of Support Framework

### **Accountabilities**

- Oversees, identifies, supports and develops programs for students who have additional needs as well as students with learning difficulties
- Provides support to teachers for the development and implementation of appropriate programs and differentiated curriculum and assessment that support students with additional learning needs to ensure their engagement and learning is maximised
- Maintains a system of reporting the students' needs and progress to parents, teachers and students

- Collaborates with the Head of Learning Enhancement P – 6 on the transitions between the Junior and Senior schools, ensuring the common language, approach and programs help to facilitate a smooth transition for both students and their parents/carers
- Collaborates with and shares relevant information with other stakeholders to provide holistic student support when required
- Is an outstanding teacher within their own teaching discipline
- Facilitates small group withdrawal classes for students with learning difficulties or who need learning support
- Provides in class teacher/learner support in identified classes
- Assists the Director of Studies with the preparation of students provisions for for Naplan // HSC Minimum Standards / Examination blocks
- Analyses student data to make informed decisions on student support
- Co-ordinates the HSC Disability Provisions program
- Liaises with RIDBC to support students with a vision or hearing impairment
- Co-ordinates information for Nationally Consistent Collection of Data and Census data for Students with a Disability
- Liaises with Head of School, Director of Studies and Director of Curriculum and Learning, Year Co-ordinators, Heads of Department, classroom teachers and parents regarding Students Individual Learning Plans (ILPs)
- Is a member of the NCCD committee

### Position Requirements

- An appropriate university degree and teaching qualification
- Post graduate academic qualifications in Gifted Education or Special Education (Preferred)
- Proven ability to lead a team and work collaboratively with staff and parents
- Working effectively in a team environment
- Proven competency at integrating ICT into teaching
- Understands and utilises data to make informed decisions
- Respect and appreciation of young people and their learning needs

### Professional Development

- The setting and maintaining of professional goals and standards
- Participate in professional development and compliance
- Keeps up to date with pedagogical and educational trends

### Professional Behaviour

- Contribute to the life of the School
- Behave in professional and confidential manner at all times
- Provide assistance to members of the department and share resources
- Respond to parent concerns in a timely and professional manner

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_