



Learning Support Leader (Students)

Title	Learning Support Leader (Students)
Classification	POL 3
Time Allowance	32 periods per 10 day cycle
Value Range	As per the MEA
Employment Stats	Ongoing
Length of Appointment	3 years

The Learning Support Leader (Students) is appointed by the Principal and is accountable to the Principal through the Assistant Principal (Learning).

The Learning Support Leader (Students) works closely with the Learning Support Leader (Programs) for implementing the College's Vision for Learning with a focus on supporting Students with Additional Learning Needs. They are responsible to ensure the College is well resourced to meet the educational needs of Students with Additional Learning Needs and students who are identified as Gifted and Talented including developing clear and effective strategies and Students focused on improving literacy and numeracy.

The Learning Support Leader (Students) at Marcellin College is responsible for implementing the College philosophy and modeling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. They are expected to support the vision and goals of the College as a learning community and to be involved in professional development and ongoing learning.

RESPONSIBILITIES:

The Learning Support Leader (Students) has responsibilities across all five spheres identified by the School Improvement Framework. They work closely with the Learning Support Leader (Programs), Assistant Principal (Learning), Director of Learning and other key stakeholders to provide support for Students with Additional Learning Needs that is consistent with the College's strategic framework with a focus on supporting *funded* and *non-funded students*.

EDUCATION IN FAITH

- To support the Assistant Principal (Mission) with the implementation of the College's Catholic mission and seek opportunities to enhance the faith dimension of the College that reflects best practice within a Catholic Marist context.
- To actively promote and model the Marist Charism and walk in solidarity with those in greatest need.

LEARNING and TEACHING

To work in collaboration with the Learning Support Leader (Programs), Director of Learning, Heads of Learning and members of the Learning Support Department in overseeing the allocation and support structures for all funded and non-funded students. This includes but is not limited to:

- Develop a whole-school approach and understanding in how to best support Students with Additional Learning Needs with reference to College priorities that is reflective of best practice and research.
- Oversee the testing and diagnosis of students identified with possible learning difficulties and needs.
- To support individual students who present as having high learning needs.
- To identify students in need of support in terms of their learning.
- To implement suitable testing which assists in the identification of students with significant learning difficulties or strengths.
- Work with the Learning Support Leader (Programs) to identify students in need of support in terms of their learning including development of individual learning profiles, interventions strategies, and modifications to student work.
- To ensure the required record-keeping occurs with regard to findings and programs for individual students.
- To identify ESL students and support them as appropriate, liaising with external ESL personnel as required.
- To provide information for staff informing them of the students requiring additional learning support and in particular, students in their care with specific learning needs.
- To work with Learning Leaders, Heads of School, subject teachers and the College Coordinator in making the necessary arrangements for Students with Additional Learning Needs and other provisions.
- To be an active member of the Transition Team and attend other College committees (Learning Resource Team, Junior Pathways, Senior Pathways teams) when required.
- As a member of the Learning and Teaching (Key Learning Area) Team, actively contribute to the development and review of policies, processes and Students that enhance the quality of learning and teaching across the College.
- Working with all members of the Learning and Teaching (Key Learning Area) Team, Learning Support Department and staff to foster a culture of learning.

Funding

- To ensure that applications are made for funding where appropriate including Students with Disabilities (SWD).
- To remain informed about issues relevant to students on the SWD, Integration program; this includes funding information, post-school transition options.
- To work with the Learning Support Leader (Programs) and other key staff in the collation of relevant student data required for CEM funding.

Parent Support Group Meetings (PSG's)

- To organise regular Parent Support Group Meetings for students funded under the SWD Program.

Personalised Learning Programs (PLP's)

- To support and supervise the writing of Personalised Learning Programs (PLPs), to supervise teachers and Learning Support Officers (LSOs) in the implementation of these plans for relevant students.

Gifted and Talented

- To support the Learning Support Leader (Programs) and other key staff in the development of key policies and processes that best support students who are identified as Gifted and Talented.
- To support the Learning Support Leader (Programs) and other key staff in the development of key strategies and programs to best support students who are identified as Gifted and Talented.

Assessment and Reporting

- In collaboration with the Assistant Principal (Learning) and key staff assist in the implementation of the College's Assessment and Reporting policy and procedures with a focus on the guidelines for Students with Additional Learning Needs.
- Liaise with the Learning Support Leader (Programs) to provide the details to coordinate and inform staff of any assessment and reporting requirements or modifications for eligible students in accordance with CEM Reporting Guidelines.

Examinations

- Liaise with the Learning Support Leader (Programs) to inform and support students with special examination arrangements for those eligible for exam modification or special examination arrangements.
- Liaise with the Learning Support Leader (Programs) to provide the details to key staff and teachers informing them of students eligible for exam modification or special examination arrangements.

STUDENT WELLBEING

To work in collaboration with the Heads of School, the Social and Emotional Leader, Careers Practitioners House Leaders, Student Counsellors and Pastoral Leaders to develop a holistic education for students.

Orientation/Transition

- To work closely with the Transition Coordinator, Primary Schools and other staff to assess their needs of incoming students:
 - Assist in the development and implementation of strategies to support identified students' transition.
 - Attend their Primary School PSG meeting in preparation for their transition to Marcellin.
 - Support the enrolment interview process.
 - Support the Transition Coordinator in the organisation and administration of the annual Grade 6 testing morning.
- In collaboration with the Heads of School and Heads of Learning assist in the implementation of student orientation and transition Students including College Open Days.
- To provide support structures for students during transition and to ensure that the necessary steps are in place for students identified in advance as having significant learning difficulties.
- In collaboration with the Heads of School and Heads of Learning assist with the subject selection process and support students as required.

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

LEADERSHIP and MANAGEMENT

- To provide model leadership, vision, direction, strategy and innovation within this area and across the curriculum focused on best practice in supporting Students with Additional Learning Needs.
- To provide effective educational leadership within this area to improve team performance and build the collective efficacy of staff within the Learning Support Department in how to best support students and work with staff.
- To chair regular Department meetings.
- To work with the Learning Support Leader (Programs) to develop a Strategic Plan for the Department; monitor and evaluate its progress with reference to the College's strategic framework.
- To engage in consultation with colleagues about curriculum matters and to act as a conduit for communication between the Learning and Teaching (Key Learning Area) Team and the Learning Support Department.
- To prepare and monitor the relevant Learning Support budget.
- To purchase, maintain and develop resources for this area, liaising with the Resource Coordinator when required.
- To attend regular meetings with the Assistant Principal (Learning), Director of Learning and Learning Support Leader (Programs).

Staffing

- To work with Human Resources, the Assistant Principal (Learning), the Office of the Assistant Principal (Operations) and other key staff in the recruitment and induction of new staff, and to provide advice staffing
- To oversee the daily staffing arrangements within the Learning Support Department including allocation of support.
- To develop a timetable to allocate Learning Support teachers and aides to specific students and classes.
- To exercise supportive and positive educational leadership supporting the Learning Support Leader (Students) and other key staff in supporting staff within the Learning Support Department.

Professional Learning

- To facilitate strategic internal professional learning Students to build staff capacity focused on areas identified as College priorities within the Learning and Teaching sphere
- Work in collaboration with the Director of Learning and the Learning Support Leader (Programs) in leading and facilitating internal professional learning of all teaching staff to support and develop their capacity and confidence in supporting Students with Additional Learning Needs.
- Work in collaboration with the Director of Learning in leading and facilitating internal professional learning of all teaching staff to support and develop their capacity and confidence in supporting Students with Additional Learning Needs.
- With the support of the Director of Learning work with the Learning Support Leader (Programs) to provide support and professional learning for staff within the Learning Support Department to build staff capacity in how to best support Students with Additional Learning Needs.
- To work with the Director of Learning and the Learning Support Leader (Programs) in the development of individual Teacher Portfolios to support the professional and personal growth of staff within the Learning Support Department consistent with the College's coaching framework.

COMMUNITY

- To be the College's representative and advocate of Students with Additional Learning Needs at various events and / or meetings including Open Days and transition meetings.
- To keep up-to-date with specific information related to supporting Students with Additional Learning Needs; effectively sharing this information with staff, students and parents on a regular basis.
- To provide information for other regular communications including MyMarcellin, College social media (Twitter), communication screens, staff briefings, daily student bulletin, contributing to The Eagle eNewsletter and other College publications (Ad Altissima, Annual Report).

Professional Agencies and Networks

- To be familiar with and coordinate the Services and Programs on offer by Catholic Education Melbourne and other services in the community.
- To liaise with professional personnel such as staff of the CEM Student Services, Special Education staff, Future for Young Adults, SCOPE, RCH and other external agencies.
- To be an active member of the North-Eastern Zone Special Education Network and other external organisations.

Other duties as requested from time to time by the Principal.

The duties outlined above may be subject to variation from time-to-time as the administrative arrangements for the College unfold.

CRITERIA

Applicants should be able to demonstrate:

- A commitment to Catholic education and the Marist Charism
- A commitment to Child Safety
- A clear vision for their learning area in the context a comprehensive boys Catholic secondary College consistent with a culture of learning
- High quality educational leadership, interpersonal and administrative skills
- An ability to work within a collaborative decision making framework focused on school improvement and high performance
- Proven success as a teacher
- A commitment to ongoing personal professional development
- Appropriate qualifications and educational experience

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Assistant Principal - Learning during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.