

Pymble Ladies' College

POSITION DESCRIPTION

Title: Head of Learning Enhancement (K-12)

Date Updated: August 2024

Reports to: Deputy Principal - Academic (K-12)

POSITION SUMMARY

The Head of Learning Enhancement (K-12) leads a team of learning enhancement and EAL/D teachers and maintains collaborative working relationships with other key staff related to student learning and academic wellbeing.

Reporting to the Deputy Principal- Academic (K-12), the Head of Learning Enhancement (K-12) works collaboratively with the College's academic staff K - 12 and four Heads of School to provide a comprehensive, sequential and effective student-centred program aligned to the strategic goal of personalised education. This role supports the College's strategic direction of creating knowledge for a better future, valuing diversity as the path to unity, empowering students to be courageous and leveraging technologies for an innovative future.

This position enables the College to serve students with support needs through high quality support services and through leadership of the K-12 Learning Enhancement team and day to day management of the Secondary Learning Enhancement team. It assists the College in its mission of providing resources which motivate, stimulate and enrich learning. Project work includes consideration and implementation of pathways for students and delivering professional learning with staff. The position is responsible for outcomes in student experience, foundational excellence and teacher growth.

The Head of Learning Enhancement(K-12) is required to teach a 0.4 load, or as determined by the Principal.

ROLE ACCOUNTABILITIES

1. Core Job Role Accountabilities

Learning Enhancement K-12

- 1.1. Act as a strategic thought leader and innovator in the areas of Learning Enhancement and EAL/D so that the College continues to implement best-practice support strategies and technologies which enhance the learning experience of students
- 1.2. Lead practices K-12 by developing the capacity of K-12 Learning Enhancement teachers.

- 1.3. Work closely with the Coordinators of Learning Enhancement to lead the delivery of Learning Enhancement across all areas of the College.
- 1.4. Lead the NCCD process K-12; developing processes to support the collection of accurate data and quality evidence for submission.
- 1.5. Coordinate the delivery of professional development for College staff and the wider community, including parents, related to Learning Enhancement services.
- 1.6. Guide academic staff K-12 in the identification of and support for students with support needs and monitor the quality of support and follow through with programs.
- 1.7. Liaise with High Potential Learning Co-ordinator (K-12), as required, to identify and support twice exceptional students.
- 1.8. Build capacity in Learning Enhancement staff to lead aspects of Learning Enhancement by providing opportunities for shared leadership.
- 1.9. Collaborate with teachers, Heads of Learning Areas and Heads of School (K-12) to support curriculum and facilitate high quality learning outcomes for students.
- 1.10. Develop policies, procedures and practices that enable access to learning across the curriculum and comply with disability standards for education.
- 1.11. Provide Professional Learning sessions for staff as required.
- 1.12. Contribute to the Enrolment Case Management Process.
- 1.13. Resolve student, staff and parent issues as they relate to policy, procedure and practice within Learning Support.
- 1.14. Maintain records in relation to student and staff matters re Learning Enhancement and ensure the security and confidentiality of information.
- 1.15. Develop and manage the operations, IT and capital budgets in order to provide up-to-date resources and services in support of the pedagogical priorities identified in the College's mission and vision.

Secondary Learning Enhancement Team

- 1.16. Lead a positive and supportive culture with the Secondary Learning Enhancement team which makes all staff and secondary students feel welcome and included.
- 1.17. Coordinate classes and teaching programs for Learning Enhancement Teachers and other processes which support the effective day-to-day operation of the team.
- 1.18. Manage the task-based adjustment system with the Director of Studies.
- 1.19. Manage the preparation of documentation for NESA for HSC students applying for disability provisions based on specific learning difficulties and communicate this with the Director of Student Learning (Year 11-12).

2. Core skills, knowledge and experience

- 2.1. As Head of Learning Enhancement, the role requires experience in education and Learning Enhancement leadership.
- 2.2. With a commitment to excellence in supporting student learning, the role requires skills in developing, maintaining and reviewing processes to support the smooth running of the Learning Enhancement services K-12.
- 2.3. Experience in coaching and mentoring, as well as working individually and in groups with adult learners, is essential.
- 2.4. Highly developed communication skills, including the ability to listen effectively and respond empathetically, are required.
- 2.5. Skills in maintaining accurate records and managing communication with NESAs and teachers undergoing accreditation are required.

3. Communication

- 3.1. Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

4. Risk and Compliance

- 4.1. Report directly to the Principal on any matters relating to child protection.
- 4.2. Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

5. Professional Learning

- 5.1. In partnership with your Manager, periodically discuss and review the Core position description and identify opportunities for Project connections with others in the Learning and Growth team.
- 5.2. Continuously develop your skills and professional learning requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time.

PERSONAL CAPABILITIES:

Teaching Excellence

- You are an impactful and skilled educator in your own right and you advocate, participate in and lead strategies to support high quality professional learning opportunities for colleagues that focus on improved student learning.

Accountability and Decisive Action

- You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.

Interpersonal Effectiveness

- You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the college.

Learning Mindset

- You have a strong desire to enrich your own learning and understanding through intellectual curiosity and openness to challenge and change.

Individual and People Leadership

- You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.