

Head of Learning Support (Secondary)

CLASSIFICATION	Teaching
BASIS OF EMPLOYMENT	Ongoing
TIME RELEASE	Approximately 0.5 FTE student contact and 0.5 FTE administration
ESSENTIAL QUALIFICATIONS	Current and Valid Victorian Institute of Teaching (VIT) Registration

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including VCE, VCE VM and VET. As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

The vision for Aitken College is to develop and support a learning community of students, staff and families in association with the Uniting Church in Australia.

Mission

The mission of Aitken College is to enable students to become informed and compassionate members of the wider global community.

Aims

Aitken College will aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

The Head of Learning Support (Secondary) is responsible for developing a whole-school approach to identifying and supporting students with special needs or requiring additional support in order to maximise the educational experience for these students. The Head of Learning Support (Secondary) will work closely with the Assistant Principals, Deputy Heads, Heads of Year, Heads of Faculty and subject teachers in establishing appropriate provisions and programs to support the educational, social, emotional and/or physical needs of students.

The Head of Learning Support (Secondary) is expected to demonstrate leadership through exemplary teaching practice and to foster creativity. The Head of Learning Support (Secondary) will contribute to the implementation of the College's Strategy Plan within the Learning Support Team, facilitating a culture of innovation, continuous improvement and better practice.

The Head of Learning Support (Secondary) has an important role in ensuring that programs are consistent with the overall vision, mission, values and ethos of Aitken College, with its emphasis on social justice issues and pastoral care.

This position involves approximately 0.5 student contact and 0.5 administration.

POSITION REPORTS TO

The Head of Faculty is responsible to the Assistant Principal, Secondary.

KEY RELATIONSHIPS

- Assistant Principal, Secondary
- Head of Learning Support (Primary)
- The Executive Team
- The Leadership Team
- Heads of Year
- Learning Support Assistant
- Integration Aides
- Finance Manager
- Director of Admissions

KEY OUTCOMES

Administration

- The College's Learning Support Program reflects best practice and meets the evolving needs of the school community.
- The process for the assessment, identification, and programming of students requiring learning support, results in tailored educational pathways.
- Educational leaders and parents are supported to facilitate the early identification and ongoing support of students with learning needs.
- Staff are equipped with detailed insights into the abilities and achievements of students, enabling them to differentiate their pedagogical practices effectively.
- Personal Learning Plans (PLPs) are developed, regularly reviewed and updated, leading to measurable improvements in student learning outcomes.
- A current and accurate learning support register serves as a key resource for tracking and managing student support initiatives.
- The Learning Support Department's role is promoted to ensure that all stakeholders understand and utilise the services provided by the department.
- The Principal is provided an annual report that provides an evaluation of the programs' effectiveness and informs future strategic planning and operational requirements.
- The Director of Timetabling is regularly briefed to enable effective and efficient timetabling for Learning Support staff.
- Parent Support Group meetings contribute to the development of comprehensive support plans for students, with clear documentation and communication.
- Professional development activities, such as Independent Schools Victoria training, enhance the school's capacity to meet the documentation requirements of the Nationally Consistent Collection of Data (NCCD).
- An effective working relationship with the Director of Learning Analytics enables the strategic use of learning data to identify and address the support needs of students, enabling targeted and successful interventions.

- Ensure accurate and timely advice to support enrolment intake processes that accurately assesses and addresses the learning needs of incoming students, ensuring a smooth and informed transition.
- The College's database (Synergetic) accurately reflects a comprehensive profile of each student's learning needs.
- Detailed intervention reports that track progress and inform continuous improvement in learning support strategies.
- Intervention programs improve learning outcomes for students with support needs.

Curriculum

- The students will receive targeted educational support that enables improved academic performance and personal development.
- Individual student needs are supported by the development of effective learning provisions, in collaboration with educational leaders.
- Instructional accommodations are designed and implemented that facilitate an inclusive and effective learning environment.
- Teachers are equipped with the resources, strategies and support necessary to foster student success.
- Collaborative discussions with teaching staff will produce educational programs that align with student learning goals.
- Parents and staff will be regularly informed about student progress, fostering a collaborative approach to education.
- Continuous monitoring of students engaged in learning support programs will inform interventions and support.
- A holistic approach will be taken to address the educational, social, and emotional needs of students.
- Students requiring additional services will be efficiently referred to appropriate resources.
- Specialist reports will be translated into actionable plans, improving the support provided to students.
- Comprehensive files and records in relation to the students will be maintained, ensuring a structured approach to learning support.
- Modified programmes are monitored, and feedback provided to staff.
- Regular assessment and feedback will drive improvements in the learning support program, benefiting students, parents, and teachers.

General

- Undertake any other duties as requested by the Principal.

Finance and resources

- Provide the Assistant Principal (Learning and Innovation) information to support the budget planning process.
- Support the Assistant Principal (Learning and Innovation) by ensuring that all financial expenditure is authorised by the Assistant Principal (Learning and Innovation) prior to expenditure, in line with College policy and delegations.

- Provide informed contributions to the Principal in relation to the College's Learning Support Program.
- Inform the Assistant Principal (Learning and Innovation) about proposed resourcing requirements of the Learning Support Program.
- Ensure that Learning Centre equipment is accounted for, maintained and replaced.
- Consult the Library Team of the resourcing requirements of the Learning Centre.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Programs of the College.

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: