



ROLE DESCRIPTION	
ROLE TITLE	Leader of Education Support
DEPARTMENT	Diverse Education
INDUSTRIAL AGREEMENT	<i>WA Catholic Schools Teachers Enterprise Agreement 2023</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Deputy Principal Teaching and Learning
LEADERSHIP OF	Education Assistants (Special Needs)
TEACHING RELEASE	0.6 – 0.8 FTE

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Leader of Learning holds dual responsibility for the College's Catholic identity and spiritual life, inspired by the charism of Saint Marcellin Champagnat, and for the leadership of the Learning Area curriculum. The role gives witness to Newman College's mission and ethos, and articulates its educational, moral and social purpose within the Church's evangelising mission.

As a member of the Middle Leadership Team, the Leader of Learning is primarily responsible for developing, programming, implementing and supervising the Learning Area curriculum and the quality of teaching and learning across Years 7 to 12, under the direction of the Deputy Principal Teaching and Learning.

Specific responsibilities include embedding the College Vision for Learning, evaluating contemporary pedagogy, developing and evaluating teaching and learning programs, building teacher efficacy through professional learning, and overseeing assessment and reporting.

Learning and teaching at Newman College is guided by the College Vision for Learning, the Strategic Improvement Plan, the Australian Professional Standards for Teachers, the ACER School Improvement Tool and the Marist Schools Australia Measures of Excellence. Growth and Development Plans are aligned with these frameworks and support a culture of continuous professional growth, reflection and school improvement.

The Principal may require other duties to be undertaken as the needs and priorities of the College evolve.

Challenge — Collaborate — Create — Celebrate

The Leader of Education Support has particular responsibility for:

- Embedding of the College Vision for Learning
- Evaluating and exploring contemporary student learning and pedagogy
- Development and ongoing evaluation of quality Teaching and Learning Programs
- Promote awareness of the nature of students with special needs and develop the potential of students with special needs.
- Oversees NCCD and SWD data collection, tracking and funding arrangements
- Enrolment interviews with students who have diagnosed learning needs
- Championing inclusion from a whole of school perspective
- Embedding of Universal Design for Learning
- Promotion of NCCD modules online for teachers
- Organising professional learning in Cognitive Behaviour Therapy for staff, as a response to classroom and learning anxiety

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

ROLE RESPONSIBILITIES

Leader of Catholic Identity and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Works with the Leader Mission and Catholic Identity in leading and supporting the prayer, sacramental and liturgical life of the College.
- Supports and contributes to the development of the Marist Association of Saint Marcellin Champagnat in Western Australia.
- Ensures that curriculum programs, policies and procedures reflect social justice principles and practices.
- Provides exemplary Christian and professional leadership for all members of the Newman College Community.
- Works collaboratively with colleagues and sustains a team approach to providing resources, services and support which ensure that curriculum provision is coordinated, efficient and responsive.

Leader of Learning:

- Actively promotes the College Vision for Learning as the foundational values and principles for learning and teaching.
- Creates a performance culture of continual improvement across the College characterised by learning gains for all students.
- Promotes awareness of the nature of students with special needs.
- Seeks ways to develop the potential of all students with special needs.
- Lifts the profile of students identified as having learning difficulties and/or special needs.
- Ensures that students with special needs are involved in the life of the school in all facets as far as is practicable, in terms of curriculum and co-curricula activities.
- Develops IEP's and ITP's.
- Encourages and nominates students for Para carnivals.
- Coordinates work experience for students in the Education Support Centre.
- Responsible for coordinating portfolios for all students in the Education Support Centre.
- Responsible for collating reports for case managed students.
- Preparation for and participation in camps to support students where applicable.
- Coordination of the involvement of staff and students from the Education Centre in Guild activities.
- Act as the main contact liaison for external agencies.

- Develop programs for post school options and transition to work programs.
- Provide case management of students.
- Coordinate the Enterprise Program.
- Works systematically and collaboratively with all staff to enhance student outcomes.
- Maintain a high level of awareness of the changing directions of contemporary pedagogy through research, professional reading and engaging with external networks.
- Model a culture of reflective practice characterised by robust, evidence-based professional dialogue.

Develop Self and Others

- Uses a range of strategies that develops the capacity of self and others to engage in the implementation of the College Vision for Learning in the Learning Area.
- Works in collaboration with the Vice Principal, Deputy Principal of Teaching and Learning and other middle leaders to implement priorities for professional learning contained in the College Annual Improvement Plan.
- Applies contemporary professional knowledge of performance growth and development to ensure quality teaching and supports all staff in reflecting on performance by referencing evidence and standards.
- Initiates strategies for developing a climate for accepting and providing constructive feedback and recognition of achievement, including student voice.
- Reviews and disseminates research to assist self and others develop their teaching expertise.
- Advises College staff on approaches to gaining access to appropriate internal and external networks to support and inform their professional practice and the College improvement journey.
- Maintains a Professional Growth Plan that includes strategies for skilling in the various accountabilities of the role description and supports professional development goals and career path planning.
- Utilises the Australian Professional Standards for Teachers and Middle Leaders, and the ACER School Improvement Tool to inform, monitor and report on the development and implementation of quality pedagogy within the learning area.

Leader of Strategic Thinking, Improvement, Innovation & Change

- Drives improvement in the capacity of the Learning Area to generate new ideas, think and plan strategically and create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students.
- Assists the Deputy Principal of Teaching and Learning to deepen the capacity across the Learning Area for strategic thinking, innovation and change management through professional learning opportunities.
- Works strategically by distributing leadership to support effective improvement and change.
- Develops a shared understanding of innovation and developmental change processes as they apply to teaching and learning.
- Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College Annual Improvement Plan and Annual Report.

Management of the College:

- Maintains a cohesive, efficient professional Learning Area team aligned with the College
- Assist the Deputy Principal Teaching and Learning in the Implementation of whole school approaches to literacy, numeracy and diverse learning.
- Overseas teacher assessment and reporting practices, liaising with the Deputy Principal of Teaching and Learning, to ensure that reporting on student achievement is consistent with the College Vision for Learning, meets the needs of all stakeholders and complies with SCSA and Australian Government requirements.
- Contributes to the ongoing development of eLearning initiatives within the Learning Area.
- Facilitates regular learning area meetings and participates in the College budget process to ensure that the learning area needs are appropriately represented and that the learning area budget allows for appropriate upgrading of resources.
- Liaises with the Vice Principal for resources and appropriate processes to support the professional development goals of members of the Learning Area.

- Promotes and sustains a culture of classroom observation, constructive feedback and coaching within the Learning Area, characterised by openness to peer observation, evidence-based professional dialogue and a shared commitment to improving teaching practice.
- Exercises good stewardship of College resources.
- Serves on nominated committees and working parties.

Engage and Work with the Community

- Develops and maintains structures and strategies for effective liaison, consultation, collaboration and partnership with parents with a focus on student achievement, wellbeing, safety and resilience.
- Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face.
- Contributes to the development of a College environment that is welcoming, hospitable, life giving and just.
- Contributes to collaborative processes that build relationships and promote shared commitment, partnership and a sense of achievement.

Other:

- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Catholic Education Commission of Western Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Possess strong knowledge and experience in education support.
- Excellent communication skills including written and verbal skills.
- A commitment to engaging in contemporary teaching and learning practices.
- Organised with the ability to prioritise tasks/workloads and the ability to meet deadlines.
- Teacher's Registration.

- Working with Children Check.