



**St Mary MacKillop College**  
CHOOSE LIFE WITH COURAGE

## Head of Primary Learning Support

<b>Location</b>	St Mary MacKillop College Campus Pre K - 6
<b>Accountability</b>	Principal
<b>Reporting to</b>	The Head of Primary
<b>Tenure</b>	Full Time, Ongoing
<b>Salary</b>	As per the WA Catholic School Teachers Enterprise Agreement 2023 Promotional Level Category 2, Level 1

### PURPOSE OF THE POSITION

In this dynamic role you will oversee a team of Educators and take responsibility for the inclusion of students with disability and additional learning needs from Pre-Kindergarten to Year 6.

### OBJECTIVES

- Help build whole school capability to better include and support Students with Disability (SWD) and Special Educational Needs (SEN).
- Ensure that students with SEN are correctly identified and provided for by the College, making 'reasonable adjustments' in line with the legislative requirements of the Disability Discrimination Act (1992) and the Disability Standards for Education (2005).
- Day to day management of the primary learning support team, incorporating Learning Support Coordinators and Teacher Assistants in both the mainstream and learning support centre.
- Liaise between Head of Primary and Learning Support Coordinators to ensure the effective delivery of evidence based instructional programs and practices to cater for diverse learning needs. This includes coordinating literacy and numeracy support programs in the mainstream and the learning support centre.
- Collaborate and communicate effectively with primary school leadership and primary learning support staff to maintain high quality interventions to improve educational outcomes for all students.
- Develop staff through mentoring and professional development.
- Programming and monitoring Teacher Assistants in collaboration with the Learning Support Coordinators.
- Carry out duties according to timetable requirements, including, working one on one or in small groups with students as required.
- To advocate for the needs of students, families and staff within the school and broader community.

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## **Head of Primary Learning Support** continued

### **KEY RESPONSIBILITIES**

#### **Curriculum**

- To identify and assess 'Students at Risk' and provide support through individual and small group tuition as required. This may require observation, standardised testing, referral and collaboration with College Psychologist or external service providers.
- Collaborate with Learning Support Team, student's families and College staff in creating and managing Education Plans, Health Care and Behavioural Plans.
- To assist classroom teachers in the development and implementation of Individual Educational Plans (IEP) for students; ensuring they reflect the individualised needs of students, appropriate curriculum context and comply with educational standards.
- To be a general resource and support to all staff, including teacher assistants, in providing resource and/or information regarding the nature of disabilities, learning difficulties and the specific details of students in their care.

#### **Administration**

- Each year, prepare the funding applications to be lodged with CEWA for all eligible primary students.
- Manage the budget and resourcing for the Primary Learning Support department.
- Maintain appropriate records (AOS and SEQTA) and census data for annual COSI and NCCD reporting.
- In collaboration with the Learning Support Team, identify future students with learning difficulties and to liaise with their respective families and school to facilitate their appropriate transition to St Mary MacKillop College.
- To manage and contribute to the SWD, SEN and other Learning Support documentation, disseminating relevant information to staff.
- Liaise with external service providers as required; Paediatricians, Psychologists, Speech and Occupational Therapists, School of Special Educational Needs – Sensory (Hearing and Vision), NDIS Coordinators.
- To be an active member of the various networks regarding learning difficulties which impact on St Mary MacKillop College students and attend the 'Supporting Students with Disability' Professional Learning seminars.
- To be the College's representative in matters relating to SWD and SEN on occasions such as Open Days, Orientation Day and Transition meetings.

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## **Head of Primary Learning Support** continued

### **Other**

- Attend school meetings, parent information nights and other whole school events as a representative of the Learning Support Team.
- Participate in co-curricular activities within the College
- Any other duties required by the Principal.

### **Work, Health and Safety**

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure understanding and compliance of the College OHS policy
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.
- Ensure all breaches of OHS by students or staff are reported to the Head of Primary and the Principal.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.