



St Mary MacKillop College  
CHOOSE LIFE WITH COURAGE

## Primary Learning Support Coordinator

<b>Location</b>	St Mary MacKillop College Campus Pre K - 6
<b>Accountability</b>	Principal
<b>Reporting to</b>	The Heads of Primary Learning Support and the Head of Primary
<b>Tenure</b>	0.8FTE (4 days per week) Temporary for 2026 covering leave
<b>Salary</b>	As per the WA Catholic School Teachers Enterprise Agreement 2023

### PURPOSE OF THE POSITION

The Primary Learning Support Coordinator will facilitate the positive inclusion of Students with Additional Educational Needs by providing 'best practice' for teaching and learning in Primary Education.

### OBJECTIVES

- Help build whole school capacity 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).
- Consult and collaborate with College staff in regard to meeting the needs of students with disabilities through the creation, maintenance and implementation of Educational Plans and delivering 'best practice' for teaching and learning.
- To advocate for the needs of students, families and staff within the school and broader community.

### 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 / Counsellor 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.

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## **Primary Learning Support Coordinator** continued

### **Curriculum continued**

- To assist classroom teachers in the development and implementation of Individual Educational Plans (IEP) and Curriculum Adjustment Plans (CAP) for students; ensuring they reflect the individualised needs of students, appropriate curriculum context and comply with educational standards.
- To support individual students who have special educational needs in navigating their day to day activities at the College.
- To develop individualised learning programmes
- To ensure that technology is an effective part of supporting the learning program for students with learning difficulties.
- Conduct regular meetings with parents and relevant staff to discuss the progress of students on Education Plans.
- To liaise with the Heads of Primary Learning Support with regard to the management and supervision of special provision/arrangements for NAPLAN and other school based assessments.

### **Administration**

- 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.

### **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.

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## **Primary Learning Support Coordinator** continued

### **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.

### **Code of Conduct**

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