



Donvale Christian College

Position Description

Position:	2021 Secondary Learning Support Coordinator
Time Fraction:	Full Time (Part time applicants are invited to apply and will be considered)
Accountable to:	Head of Junior Secondary Assistant Principal – Head of Secondary (overall)
Professional relationships:	Year Level Coordinators, Wellbeing Coordinator, Learning Support staff, specialists and counsellors

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the Position Description (under the headings Key Responsibilities and Teaching – Link program) later in this document. Three referees are required to be listed, – included in the three is to be one church reference demonstrating an active faith.

Applications should be marked '**2021 Secondary Learning Support Coordinator**' and sent via email to: employment@donvale.vic.edu.au

The College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1400 students from Prep to Year 12 and the total number of employees is approximately 200.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and

Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College. Membership of a Bible based worship community is one of the criteria that has to be satisfied to successfully gain employment.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

Role Description:

All staff are expected to perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy.

The Secondary Learning Support Coordinator will work with students in the Secondary school – predominantly Years 7-10. They will:

- Collaborate with teachers, parents and management to create safe, healthy and supportive learning environments for students with learning needs – including the development of Individual Learning Plans.
- Lead the Learning support team and participate in information sharing between of the Wellbeing and Counselling teams.
- Oversee the Learning support space, the learning support aides and the literacy and numeracy support initiatives
- With administrative support, facilitate the administration associated with NCCD (Secondary), special provision for senior students and the budget associated with learning support.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. Staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

The Person

The Secondary Learning Support Coordinator will have the following attributes

- A demonstrated commitment to the Lordship of Christ in all areas of life.
- A willingness to subscribe to the College's educational purposes as outlined in the 'Statement of Biblical Principles and Values'.
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- An excellent personal reputation as an educator.
- Be committed to the development of Christian Perspectives throughout the curriculum.

KEY RESPONSIBILITIES

The Secondary Learning Support Coordinator will be required to exercise their professional skills and judgement to carry out in a collaborative manner, the professional duties set out below:

- Provide leadership for the learning support team, overseeing its mission, staffing and culture.
- To participate and contribute as part of a broader well-being team.
- To identify students needing additional support, on entry into the secondary school and conduct individual assessment.
- To prioritise students for support, differentiating between levels of disability.
- To provide referral to and liaison with external agencies and specialists, as required.
- To provide or participate in the provision of staff professional development in relevant areas of expertise relating to students with learning needs.
- To ensure student data pertaining to specialised learning needs is accurate, accessible, clearly communicated and acted upon by teaching staff.
- To develop individualised programs for students as required.
- To work in consultation with Secondary Learning Support staff.
- Work in partnership with parents. In consultation, develop ILP's and organise and lead PSG meetings. Where needed, liaise with parents prior to significant events (e.g. camps, excursions).
- To participate in the development and delivery of proactive curriculum initiatives, as part of the College's commitment to students with a disability.
- To ensure records pertaining are well maintained and organised to meet support and funding requirements.
- Be able to test for learning difficulties using a battery of standardised assessments.
- Build the resources for students with learning needs within the school.
- Meet regularly with coordinators and Secondary leaders concerning general student behaviour, activities and well-being.

- To undertake any other responsibilities associated with this role as requested by the Executive Principal or the Assistant Principal - Head of Secondary.
- To participate in withdrawal group teaching as required (LINK program)
- Liaise periodically with the DCC Primary Learning support coordinator to ensure consistency, continuity and smooth transition for Year 6 students with learning needs as they move to Secondary.

Teaching (LINK program)

- To plan, teach, assess and report on students with learning needs in small withdrawal groups (LINK Program), tailoring the learning to each student.
- Ensure that the learning space is a place where all participants are respected and where students feel safe.
- To differentiate work for students, ensuring that resources and materials reflect the support required and liaise with class teachers on lesson planning.
- Ensure that the learning space is an academically and visually stimulating place to learn.
- Establish and maintain a good rapport with students.
- Establish and reinforce appropriate codes of behaviour.
- Communicate with Year Level Coordinators and Faculty Coordinators.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights as designated.
- Prepare for and attend Parent Information Evenings as required.
- Prepare for and attend Staff meetings and other team meetings as required.
- Prepare for and attend any meetings called by the Head of Secondary or Year Level Coordinators.
- Prepare for and attend special events designated by the College, some examples are Open Day, Annual concerts, Sporting Programs and Thanksgiving service.
- Attend and support staff devotions and lead devotions in staff meetings as rostered.
- Attend a Year Level Camps as required.
- Attend Board/Staff functions as arranged.

Personal and Professional Development

- Nurture personal faith development and spiritual growth.
- Pray for students.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement learning support qualification with reading and professional development courses or conferences annually.
- A willingness to participate in professional development activities, and to share skills with others in your team.

Knowledge and Skills required for this position:

- Strong inter-personal skills.
- A sound knowledge of special educational trends, practices and policies.

- Strong organisational skills.
- Understanding ICT skills in order to undertake the key responsibilities associated with this position (Reporting, Student Management and Administration).

Qualifications and Experience required for this position:

- Teaching Qualification and/or Post-Graduate Qualification in the field of Special Education.
- Experience in a school-based Learning Support role

College Expectations

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, aiding team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Comply with all College policies including Occupational Health and Safety.

Remuneration

According to the Donvale Christian College's salary scale based on qualification and experience.