



## **LEARNING ENHANCEMENT COORDINATOR – PRIMARY POSITION DESCRIPTION**

---

**REPORTING TO:** Director of Student Wellbeing

**CAMPUS:** Werribee

**TENURE:** 3 Years

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of, and abide by, the Christian foundations, Christian ethos, and Christian practice of the College.

Psalm 139:14 tells us as God's creation, "We are fearfully and wonderfully made."

God has formed us as beings who have physical, emotional, intellectual, and spiritual needs. Each of these dimensions have their own particular focus and needs but are also interdependent.

As we consider how to best support our students through this holistic framework, we have developed the Student Wellbeing Team.

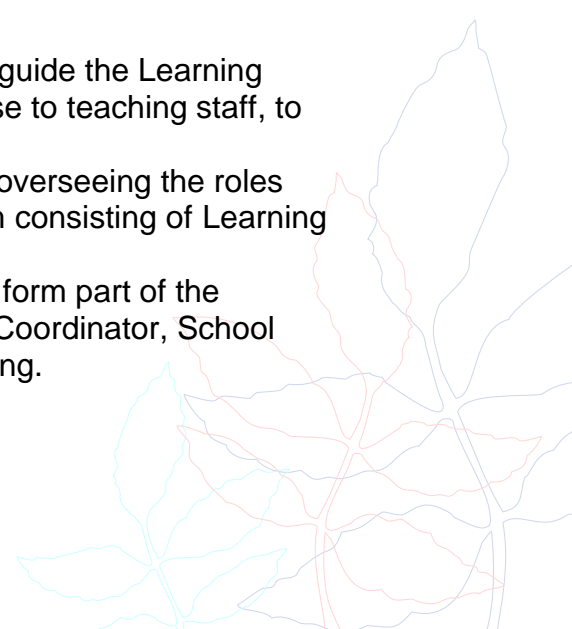
The Student Wellbeing team consists of three sub-teams, Health (Physical) led by the College Nurses, Student Welfare (Emotional) lead by the Student Welfare Coordinator and Campus Learning Enhancement Coordinators of each sub-school who each report to the Director of Student Wellbeing. Each of these sections will have their discrete roles to fulfill but will operate in such a way that recognises and embraces that for the overall Wellbeing of students they need to operate in a collaborative way through a biblical worldview.

### **POSITION SUMMARY:**

The Learning Enhancement Coordinator - Primary will guide the Learning Enhancement team at their school in providing expertise to teaching staff, to enable them to support and extend student learning.

They will support the Director of Student Wellbeing by overseeing the roles and responsibilities of the Learning Enhancement team consisting of Learning Enhancement teachers and Learning Assistants.

The Campus Learning Enhancement Coordinators will form part of the Student Wellbeing Team made up of Student Welfare Coordinator, School Nurse and overseen by the Director of Student Wellbeing.





## **THE PERSON:**

The Learning Enhancement Coordinator - Primary will:

- Have a demonstrated commitment to the Lordship of Christ in all areas of their life.
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- Have an extensive experience and a deep understanding of current educational support programs, trends, practices, and policies.
- Have appropriate leadership qualifications and / or experience:
  - Special Education Degree
- The ability to build the capacity of their team members and for creating a positive, healthy, Christ Centred culture within the team.
- Be committed to the development and empowerment of the staff.
- Have a strong organisational skillset.
- Be able to be an effective team member.

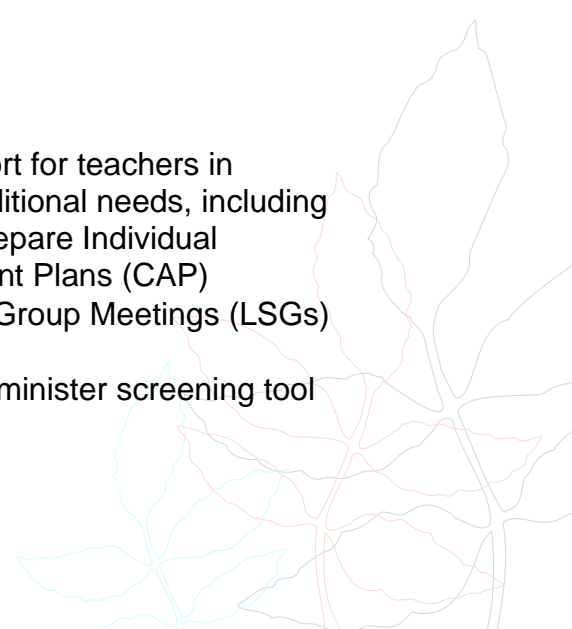
## **KEY RELATIONSHIPS:**

- Director of Student Wellbeing
- Principal of Primary
- Student Wellbeing Team members– Director of Student Wellbeing, College Nurse, Student Welfare Coordinator
- Learning Enhancement Primary Staff
- Learning and Teaching Core Staff
- Learning Assistant Support Officer

## **KEY RESPONSIBILITIES & DUTIES:**

### **A. Learning Enhancement**

- Deliver Learning Enhancement in a variety of flexible formats including withdrawal, small group work and in-class support and team teaching, and teach from current, research-based programs that have standardised measurements to measure entry levels and growth.
  - a. The LE programs will assist student's learning needs in the following areas:
    - i. Literacy Support
    - ii. Literacy Extension
    - iii. Numeracy Support
    - iv. Numeracy Extension
- In collaboration with LE teachers, provide support for teachers in relation to the requirements of students with additional needs, including being a reference point as teachers plan and prepare Individual Learning Plans (ILPs) and Curriculum Adjustment Plans (CAP)
- Oversee / Attend and minute Learning Support Group Meetings (LSGs) keeping professional and confidential records
- Oversee referrals (internal and external) and administer screening tool assessments.





- Raise awareness and teacher capacity in relation to disability as well as special educational needs.
- Oversee the National Consistent Collection of Data (NCCD) at the Werribee campus and work collaboratively with Learning Enhancement Coordinators to compile and moderate the school's submission
- Participate in enrolment interviews for students with a disability
- Ensure Learning Enhancement staff attend curriculum planning meetings to advocate for differentiation, extension and modification in curriculum documents
- Oversee the student referral process and administer relevant assessments and screeners.
- Manage the process for external assessment when further assessment is required
- Update and manage the Learning Enhancement register
- Develop a strong connection between Learning Enhancement team and Learning and Teaching team
- Oversee the Learning Assistant team

#### **B. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

#### **C. Accountability**

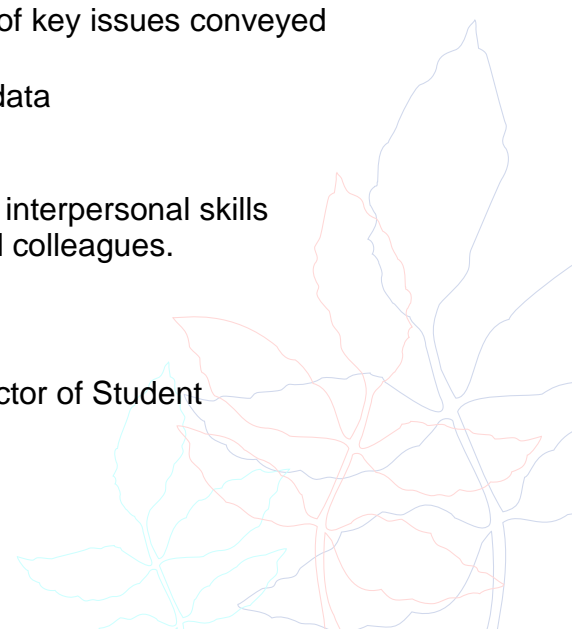
- Provide a Semester Report to Director of Student Wellbeing, analysing data for students receiving support
- Regular report to Director of Student Wellbeing of key issues conveyed at Principal meetings
- Report to Director of Student Wellbeing NCCD data

#### **D. Interpersonal Skills**

- Demonstrate a high level of communication and interpersonal skills when relating to teachers, students, parents and colleagues.

#### **OTHER DUTIES:**

Any other assigned duties may be directed by the Director of Student Wellbeing as required and in consultation.





### **COLLEGE EXPECTATIONS:**

All staff are expected 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.
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days.
- Expected to regularly attend and participate in Staff Devotions.
- Each staff is allocated a prayer buddy to come alongside and build community.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

### **REMUNERATION / ALLOWANCE:**

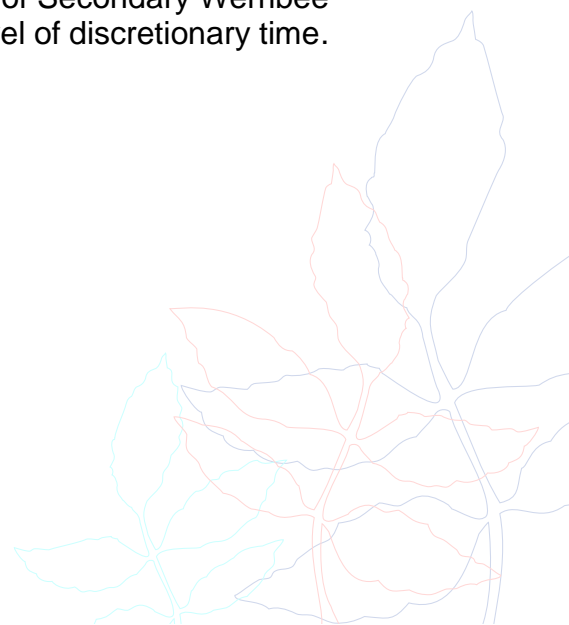
- The Learning Enhancement Coordinator – Years K to 6 will develop goals that will be approved, monitored, and evaluated by the Director of Student Wellbeing

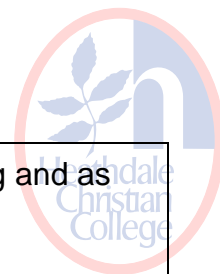
At the end of each year, a review meeting will be held with the Director of Student Wellbeing based on the approved goals and this review will help inform the following year's goals.

- Every third year The Learning Enhancement Coordinator – Years K to 6 will participate in a major review of their performance.
- Annual performance review will be conducted by Director of Student Wellbeing
- This role attracts a discretionary time allocation and a Position of Responsibility allowance.  
The Director of Student Wellbeing and Principal of Secondary Werribee will discuss annually with the Coordinator the level of discretionary time.

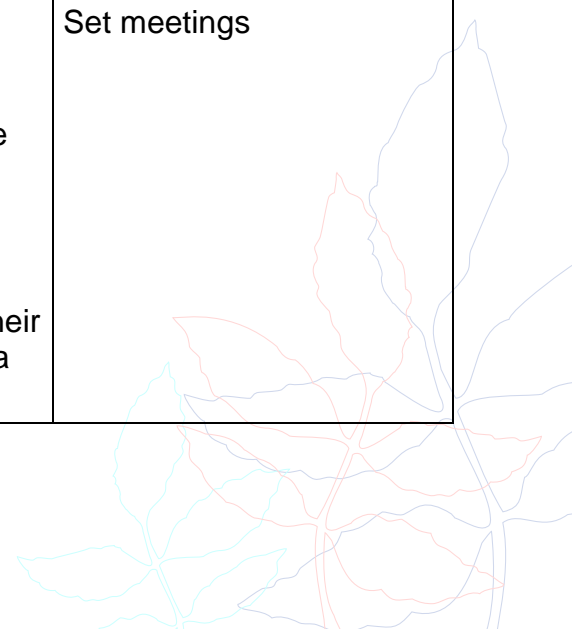
### **ATTACHMENT 'A'**

#### **Key Relationships Defined:**





<b>Director of Student Wellbeing</b>	<ul style="list-style-type: none"> <li>• To determine how the College's learning and teaching goals can be attained in the Learning Enhancement context</li> <li>• To ensure a common culture across the College</li> </ul>	Weekly meeting and as required
<b>Principal of Primary Werribee</b>	<ul style="list-style-type: none"> <li>• To establish a collaborative approach to raise awareness and address issues to enable teachers to teach a student with a disability effectively.</li> <li>• To establish a collaborative approach to address the key issues for student who are highly able, enabling staff to teach these students effectively.</li> </ul>	Set meetings
<b>College Nurse</b>	<ul style="list-style-type: none"> <li>• To maintain and grow a collaborative approach with College Nurse to effectively support each other's role as part of the student wellbeing team.</li> </ul>	Wellbeing Team Meetings and as required
<b>Student Welfare Coordinator</b>	<ul style="list-style-type: none"> <li>• To maintain and grow a collaborative approach with Student Welfare coordinator to effectively support each other's role as part of the student wellbeing team.</li> </ul>	Wellbeing Team Meetings and as required
<b>Learning Enhancement Staff</b>	<ul style="list-style-type: none"> <li>• To lead, upskill and communicate to the Learning Enhancement team members, effective teaching and support strategies to share with teachers</li> <li>• To support the Learning Enhancement team in their role of documenting data required for NCCD and</li> </ul>	Set meetings



	supporting teachers to provide adjustments for students.	
<b>Learning Assistant Support Officer</b>	<ul style="list-style-type: none"> <li>To support the Learning Assistant Support Officer in their role of management of Learning Assistants who work with students with a disability.</li> </ul>	Set meetings
<b>Learning and Teaching Team</b>	<ul style="list-style-type: none"> <li>To collaborate in Learning and Teaching meetings to ensure curriculum reflects differentiation, modification, and extension of curriculum</li> </ul>	

