



Job Title:	Head of Learning Enrichment (Cross Campus)
Reports To:	Head of Campus Duncraig and Carramar and Primary and Secondary Deputies
Direct Reports:	LE Coordinators, LE Teachers and LE Assistants
Section of School:	Whole School (Cross Campus) / Primary and Secondary Cross Campus
Liaises with:	Whole School Community (Cross Campus)

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Position Summary	<p>The Head of Learning Enrichment will lead a highly motivated specialist team working across the the whole school. The role involves working with school leaders, Learning Enrichment teachers and assistants, classroom teachers, students and families to ensure an optimal level of support for students with additional needs and/or extension across our School. This includes the provision of quality differentiated programs, tailored interventions, and appropriate alternative academic pathways who falls under Learning Enrichment.</p> <p>The position involves leading and managing a team of staff across the whole school to provide Learning Enrichment to students who need learning support and extension from Kindergarten to Year 12.</p> <p>The Head of Learning Enrichment is an important position of responsibility which requires a strong commitment to the implementation and alignment of departmental operations with the strategic priorities of the School.</p> <p>The position of responsibility is for a fixed two-year period after which time the School will move to a Head of Learning Enrichment for each campus. The incumbent will be appointed to a campus.</p>
Key Responsibilities and Tasks:	<p><i>This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.</i></p> <p>Leadership of Learning Enrichment</p> <ul style="list-style-type: none"> • Maintain overall responsibility and management of students in the Learning Enrichment programme in the whole school (Cross Campus).



- Keep up to date with contemporary educational developments in State and Federal legislation with particular emphasis on the field of Learning Enrichment.
- Be a point of contact for Deans, HOLA's, parents, classroom teachers and external stakeholders regarding Learning Enrichment matters and/or students.
- Provide ongoing support, mentoring and professional development opportunities to the Learning Enrichment teachers and support staff in adapting curriculum to meet the diverse learning needs of students.
- Write an annual department plan and annual report for presentation to and discussion with the Heads of Learning Areas, Curriculum Leaders and Deputy Heads.
- Involved in the recruitment, selection, review and professional development of Learning Enrichment staff including Learning/Education Assistants.
- Oversee the Learning Enrichment budget in liaison with sub school leadership teams and with the support of administration staff.
- Oversee the Special Provisions applications for NAPLAN, OLNA and WACE examinations. Oversee SCSA applications applied for by Year 11/12 Learning Enrichment team.
- Co-ordinate, the creation of Individual Education Plans (IEPs), Learning Adjustment Plans (LAPs) and other associated plans with the Learning Enrichment Team and in consultation with the School psychologists, teachers, parents/guardians and external parties.
- Support the Enrolments department and Head of Campus in interviewing prospective parents and providing specific advice during the enrolment of students with additional learning needs.
- Provide ongoing support and advice to parents on the range of services and support available.
- Writes an annual department plan and annual report for presentation to and discussion with relevant members of the Executive Team.
- Allocates staff effectively to classes, with consideration of skills

Pedagogical Development

- Support teachers to ensure differentiated strategies cater for specific learning needs of students across the full range of abilities.
- Utilise whole school and individual assessment data to support identification, programming, planning and interventions across the whole school.
- Work with teachers to develop and use a range of formative and summative assessment strategies to assess the learning of students with additional needs.
- Collect and interpret specialist reports in conjunction with other key staff to provide teachers with information and strategies to support the varied needs of students.



	<p>Curriculum Management and Development</p> <ul style="list-style-type: none"> • Collaborate with key staff regarding survey data (NAPLAN, OLNA, ALLWELL), identifying strategies for in class differentiation. • Co-ordinate and timetable intervention programs including the allocation of staff as required. • Liaise with the Learning Enrichment team across the whole school to facilitate the successful transition of students with additional learning needs from the Primary to Secondary School. • Liaise with the School Psychologists to formalise meetings between Learning Enrichment staff and psychologists regarding Individual Education Plans (IEPs), Learning Adjustment Plans (LAPs) and other associated plans. • Collaborate with relevant staff to offer students individualised learning programs that will best prepare them for life after school (ASDAN, Workplace Learning, Preliminary courses, study options, etc.). • Manage transition of EALD students to the School. <p>Health and Safety</p> <ul style="list-style-type: none"> • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times <p>General</p> <ul style="list-style-type: none"> • Provide guidance and support through the enrolment process for new students • Discuss individual performance, strengths and weaknesses, and recommendations for improvement with students and parents • Keep abreast of research literature and current trends and share information with colleagues on a regular basis • Serve as a good ambassador of the School • Participate in the Co-Curricular activities within and outside of School hours • Attend parent meetings, parent/teacher interviews, school meetings, functions and events as required. • Attend Camps as as required
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<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Have a clear understanding of legislative requirements under the Disability Discrimination Act 1992, Disability Standards for Education and Child Protection legislation • Be fully conversant with the National Disability Insurance Agency and advocate for opportunities for families to access support under the National Disabilities Insurance Scheme • Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy . • Participate in Work Health and Safety induction and training. • Demonstrate ability to work with and through others to build a professional learning community that is focused on continuous improvement of teaching and learning
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	<ul style="list-style-type: none"> • Possess a strong work ethic, striving for continuous improvement and the achievement of high standards • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Ensure the safety of staff and students • Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
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<p>Selection Criteria:</p>	<p>Education and Training</p> <ul style="list-style-type: none"> • Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Qualifications specializing in Gifted Education, Special Education or Inclusive Education (preferred) • Leadership experience in an inclusive education context <p>Personal Attributes and Values</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the Disability Discrimination Act and the Disability Standards for Education (Early Learning, Primary, Secondary) • Be responsible and accountable for continuing compliance with the Child Protection legislation and Child Safe Reporting requirements. • Experience and understanding of the National Disability Insurance Agency (NDIS) and be able to advocate for opportunities for families to access support under the National Disabilities Insurance Scheme. • Strong staff management and communication skills • Proven ability to lead a team and work collaboratively with staff and parents • Have the capacity to work with others to analyse relevant data, and produce and implement clear evidencebased improvement plans and policies. • Understands and utilises data to make informed decisions • Experience negotiating and resolving complex matters involving students and families • An ability to foster positive relationships with students, with a commitment to their personal growth • Participation in appropriate professional contributions to the learning area beyond the School. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • Be able to role model Christian behaviour in all aspects of the role • Willingness to positively and actively contribute to the Christian culture of the School
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I understand and accept the responsibilities as outlined in this Job Description.

Signed: [acceptance_status]

Date: [acceptance_date]

This document was approved by The Principal & Heads of Campus on 5/09/2024

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Aug 2024	Aug 2026	Steph Snyman	New JD created	Principal, HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO