



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

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:	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. • Faith • Learning • Care • Service • Community
Position Summary	The Head of Learning Enrichment provides leadership and oversight of Learning Enrichment services across the campus from Kindergarten to Year 12. The role is responsible for ensuring students requiring learning support, intervention or extension are provided with equitable access to high-quality educational opportunities. The Head of Learning Enrichment leads the Learning Enrichment team and is responsible for the effective operation of Learning Enrichment programs, services, staffing, compliance processes and student support structures across the campus. This includes oversight of documented plans, funding processes, intervention programs, alternative pathways, legislative compliance and complex student matters ensuring differentiation occurs in the classroom and pedagogy development of all staff. Working collaboratively with school leaders including Learning Enrichment Coordinator, teachers, students, families and external professionals, the Head of Learning Enrichment contributes to the strategic direction of the School while promoting a culture of inclusion, belonging and continuous improvement. Responsible for funding application submissions on campus.
Key Responsibilities and Tasks:	<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>



Strategic Leadership of Learning Enrichment

- Has overall responsibility and management of students in the Learning Enrichment programme
- Lead and promote a culture of inclusion and evidence-informed practice across the campus
- Ensuring a consistent and cohesive approach to learning support and extension through close cross campus collaboration with the Head of Learning Enrichment.
- Be a point of contact at point of need for internal and external stakeholder
- Use student, program and school data to evaluate priorities, monitor outcomes and drive continuous improvement.
- Represent Learning Enrichment within campus leadership structures and contribute to whole-campus strategic planning and decision making.
- 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.
- Prepare annual Learning Enrichment plans and reports and provide updates to campus leadership.
- Use contemporary research and relevant legislation to inform Learning Enrichment practice and strategic decision-making.
- Writes an annual department plan and annual report for presentation to and discussion with relevant members of the Executive Team.

Operational Leadership

- Provide leadership and oversight of Learning Enrichment programs, services and supports across the campus.
- Lead in the recruitment and performance development and review of Learning Enrichment staff.
- Provide oversight of Equitable Access applications and processes to ensure compliance with NAPLAN, OLN, WACE and SCSA requirements. This include direct responsibility of funding applications.
- Responsible for completion and submission of NCCD, ASIWA and other funding applications.
- Oversee the Learning Enrichment budget to ensure resources are aligned with campus priorities and student needs.
- 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.
- Monitor and evaluate the quality and effectiveness of Learning Enrichment programs, interventions and student support processes.
- Build and maintain positive relationships with families, external agencies and allied health professionals.
- Provide leadership in complex student matters and oversee high-level case management where required.



- Monitor and evaluate the effectiveness of alternative and individualised learning pathways in supporting positive student outcomes.
- Work with Deputies, HOLAs to direct teachers to ensure the standard requirements of the School in the areas of compliance, data analysis and curriculum are met.

Pedagogical Development

- Build staff capability in differentiation, reasonable adjustments, inclusive education and intervention practices.
- 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.
- Lead the development of effective assessment practices that inform planning, differentiation, intervention and extension opportunities.

Governance

- Ensure compliance with relevant legislation, school policies and regulatory requirements relating to Learning Enrichment.
- Oversee NCCD processes and other funding applications to ensure accuracy, consistency and compliance.
- Ensure that there are secure storage and sharing of confidential student information systems.
- Liaise with the Learning Enrichment team across the campus to facilitate the successful transition of students with additional learning needs from the Primary to Secondary School.

Health and Safety

- 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

General

- 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
- Classroom teaching as required or directed by the Head of Campus
- Timely follow-up and response to any requested information / work as directed by Heads of Campus, Principal and Deputies
- Undertake other duties and responsibilities reasonably aligned with the purpose and level of the role as directed by the Head of Campus or Principal.



Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Demonstrate a clear understanding of legislative requirements under the Disability Discrimination Act 1992, Disability Standards for Education and Child Protection legislation • 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 • 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
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Selection Criteria:	Education and Training • 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 specialising in Gifted Education, Special Education or Inclusive Education (preferred) • Leadership experience in an inclusive education context Personal Attributes and Values • 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. • Demonstrate knowledge and experience in NCCD and AISWA funding processes. • Demonstrate knowledge and experience in case management of students with complex needs. • Demonstrate experience of managing departmental budgets. • Demonstrated success in managing a team of staff, with strong interpersonal and communication skill. • Experience negotiating and resolving complex matters involving students and families. • 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 evidence based improvement plans and policies. • Understands and utilises data to make informed decisions
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	• 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.

This document was approved by The Principal & Heads of Campus on 20/07/2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	July 2026	July 2028	Anna Cathcart	Updates to Job Description	Principal, HOC
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