



LA SALLE COLLEGE ROLE DESCRIPTION

Leader of Education Support

ACCOUNTABLE TO:	Vice Principal through the Dean of Diversity and Boarding
LEARNING AREA:	Education Support
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015
LEVEL / STEP:	According to experience and qualifications
COMMENCEMENT:	1 January 2021
TENURE:	An initial Term of three years, a second Term of two years, a third Term of three years

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Leader of Education Support works to build an inclusive community underpinned by Catholic social teachings through the development of constructive and respectful relationships with all members of our community, and actively contributing to the development of Catholic identity and the educational mission of the College.

The Leader of Education Support is primarily responsible for the overall leadership of Education Support. The Leader of Education Support builds the capacity of their team and provides leadership of contemporary teaching and learning. They are committed to providing student learning at every level, facilitating the enhancement of student achievement and wellbeing, and increasing staff and student engagement in their learning and faith formation.

Within the role, the Leader of Education Support seeks to innovate and implement positive change in Education Support, and the wider College community by working strategically, actively contributing to policy and curriculum design, and creating opportunities for others to think innovatively.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Champions the inclusion of students with disabilities into the life of the College
- 1.3 Actively leads prayer and works to promote the charism of Saint John Baptist de La Salle and the mission and life of the Catholic Church within the College
- 1.4 Works with the Deputy Principal, Catholic Identity and Mission in supporting the prayer, sacramental and liturgical life of the College and the Evangelisation Plan
- 1.5 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.6 Have completed or have made progress towards completing Accreditation to Teach in a Catholic
- 1.7 School
- 1.8 Ensures that curriculum programs, policies and procedures reflect social justice principles and practices
- 1.9 Provides exemplary Christian and professional leadership for all members of the La Salle College Community

2.0 TEACHING AND LEARNING WITHIN EDUCATION SUPPORT

- 2.1 Actively promotes the College Vision for Learning as the foundational values and principles for teaching and learning
- 2.2 Working in collaboration with the Dean of Diversity and Boarding, develops policies, support structures and initiatives to facilitate the effective inclusion of students with special needs in the classroom
- 2.3 Provides overall management for students within Education Support both in the Centre and in mainstream classes
- 2.4 Works with the Curriculum Administrator to develop an effective timetable for students
- 2.5 Actively supports staff of the College to develop and maintain up to date and appropriate Individual Education Plans (IEP) that actively support learning outcomes of students
- 2.6 Works in collaboration with CEWA consultants to improve student outcomes
- 2.7 Is aware of, and ensures special provisions for students are followed
- 2.8 Oversees the Work Place Learning program for students within Education Support, including conducting regular site visits
- 2.9 Leads, implements and analyses, systematically gathered student performance and outcomes data (e.g. academic, attendance, behavioural and wellbeing data)
- 2.10 Leads the ongoing development of exemplary contemporary teaching, learning and assessment processes, including the effective use of school data from external assessments and diagnostic testing
- 2.11 Maintains a high level of awareness of the changing directions of contemporary pedagogy through research, professional reading and engaging with external networks
- 2.12 Acts as a critical team member in evaluating the effectiveness of pedagogical practices
- 2.13 Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform and monitor the development and implementation of quality pedagogy

3.0 BUILDING THE CAPACITY OF SELF AND OTHERS

- 3.1 Uses a range of strategies that develops the capacity of self and others to engage in the implementation of the College Vision for Learning within their Learning Area.
- 3.2 Models a culture of reflective practise characterised by robust, evidence-based professional dialogue
- 3.3 Works in collaboration with the Vice Principal, the Senior Leadership Team and other middle leaders to establish and implement priorities for professional learning contained in the College Annual Improvement Plan
- 3.4 Initiates strategies for developing a climate for accepting and providing constructive feedback and recognition of achievement, including student's voice
- 3.5 Reviews and disseminates research to assist self and others develop their teaching expertise
- 3.6 Advises College staff on approaches to gaining access to appropriate internal and external networks to support and inform their professional practice and the College improvement journey
- 3.7 Maintains a Professional Growth Plan that includes strategies for skilling in the various accountabilities of the role description and supports professional development goals and career path planning
- 3.8 Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform, monitor and report on the development and implementation of quality pedagogy within the Faculty

4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 Develops and maintains a cohesive, efficient, high performing and professional team
- 4.2 Encourages, challenges, supports and acts as a mentor to staff within Education Support
- 4.3 Effectively communicates with team members and conducts regular team meetings to ensure the continued achievement of departmental goals aligned to the College's Vision for Learning
- 4.4 Appropriately assigns Teacher's Assistants to best support student learning in the Centre and in mainstream classes
- 4.5 Monitors and supports the efficacy of team members' classroom practices through regular classroom observations
- 4.6 Works with the Vice Principal and Dean of Diversity and Boarding to conduct annual growth plans and support the development of their team through appropriate professional learning
- 4.7 Works with the Curriculum Administrator to ensure teacher assessment and reporting practices are consistent with the College Vision for Learning, meet the needs of all stakeholders, and complies with SCSA and Australian Government requirements
- 4.8 Participates in the College budget process to ensure that the needs of Education Support, including necessary resource upgrades, are appropriately represented in the learning area budget
- 4.9 Exercises appropriate stewardship of College resources
- 4.10 Serves on nominated committees and working parties

5.0 INNOVATION AND STRATEGIC MANAGEMENT

- 5.1 Keeps abreast of literacy and numeracy strategies for students with a learning disability
- 5.2 Maintains an awareness of the current and best practice, alternative learning programs for students with learning disabilities
- 5.3 Identifies and implements strategies to provide optimal student learning in a mainstream setting and classes where appropriate
- 5.4 Develops a shared understanding of the innovation by supporting and driving idea generation within their team
- 5.5 Undertakes strategic planning to create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students
- 5.6 Assists the Vice Principal to deepen the capacity for strategic thinking, innovation and change management through professional learning opportunities
- 5.7 Builds and maintains working partnerships with tertiary institutions and applicable industry to support student engagement and learning
- 5.8 Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College Annual Improvement Plan and Annual Report
- 5.9 Promotes and role-models classroom strategies that maximise student learning by incorporating the principles of contemporary learning (e.g. project-based learning, design thinking and digital technology)

6.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 6.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured effective communication and consultation
- 6.2 Assists in determining special educational enrolments in consultation with the Principal
- 6.3 Works collaboratively with parents to support the funding applications process, including NCC funding
- 6.4 Develops and manages initiatives to promote the Educational Support program, it's students and the College to the community
- 6.5 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 6.6 Actively contributes to the creation of a high-performing and continuous learning culture across the College
- 6.7 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

SELECTION CRITERIA

The individual appointed to the position of Leader of Education Support must:

- Be an active member of the Catholic Church and be free from any impediment to full acceptance by the Church
- Sound understanding of the range of disabilities including cognitive, social, behavioural, emotional
- Be able to demonstrate a successful record of teaching and administrative experience
- Demonstrated experience in a leadership role that allows for the successful delivery of the Key Areas of Accountability listed
- Possess a high level of interpersonal and communication skills
- Be committed and supportive of, working in an innovative learning environment
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and TRBWA registration
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School

DOCUMENT CONTROL

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