

## Position Description

Position Title	Learning Strategies Coordinator
Reports to	Deputy Principal
Classification	Teaching

## Purpose of Position

The Learning Strategies Coordinator is responsible for the leadership and direction of the Learning Strategies team. The Learning Strategies Coordinator will support students and teaching staff to ensure that students with diverse learning needs are appropriately supported. This role also includes the extension and support of gifted/talented students.

### KEY RESPONSIBILITIES

#### Leadership of Learning Strategies Team

- Lead and manage the programs and support offered through the Learning Strategies Centre
- Manage and support the work of teachers and ESOs involved in Learning Strategies Centre
- Provide feedback to students and families about learning progress.
- Develop and manage processes, frameworks, resources, and documentation within the College to support students with diverse learning needs.
- Liaise with all stakeholders, including staff, students and parents, in the development of appropriate learning plans for students with diverse learning needs.
- Work with all stakeholders to assist in the transition and support of all students with diverse learning needs.

#### Teaching & Learning

- Assist teachers to appropriately differentiate or adapt their teaching program (in alignment with the Australian Curriculum) to cater for the needs of all students.
- Design and provide professional development and support to teachers for implementing personalised adjustments in curriculum delivery across all subject areas.

#### Nationally Consistent Collection of Data (NCCD)

- Ensure processes of documentation and evidence collection required for the Nationally Consistent Collection of Data (NCCD) are maintained and reflect best practice.
- Maintain and update all data relevant to the NCCD and to work with NCCD Auditors as required

#### General

- Liaise with relevant health professionals and external providers to assist student learning.
- Act as an excellent role model for students, colleagues and parents representing the College in a positive and professional manner
- Undertake other duties as required by the College

### KEY ACCOUNTABILITIES

- Oversee the creation and dissemination of Individual Learning Plans.
- Oversee the reporting on the Individual Learning Plans.
- Collate and record relevant information about students' needs on school systems.

- Work closely with ESOs to provide a range of programs that cater for the needs of the students.
- Provide assessments, recommendations and strategies
- Respond appropriately and take action to cater for the needs of families, staff and students.

<b>WORKING RELATIONSHIP</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Deputy Principal</li> <li>• Head of Teaching and Learning (Junior School)</li> <li>• Heads of School</li> <li>• Teaching staff</li> <li>• Education Support Officers (ESO's)</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Parents/caregivers</li> <li>• Community</li> <li>• Association of Independent schools of SA</li> <li>• Like position staff at other Leading Independent Schools/Colleges</li> </ul>

<b>PERSON SPECIFICATIONS</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in Learning Support, Special, Adaptive or Gifted Education</li> <li>• Registered teacher status</li> <li>• Current mandatory qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Master or equivalent qualifications (or working towards this)</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Exceptional teaching record with the ability to produce outstanding outcomes for all students</li> <li>• Ability to work with a minimum of supervision</li> <li>• High level of experience managing NCCD student details within school management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in leadership position or demonstrable potential to succeed in a leadership role</li> <li>• Experience in embedding ICT in learning experiences</li> </ul>
<b>Skills &amp; Capabilities</b> <ul style="list-style-type: none"> <li>• Proven ability to differentiate the teaching program to cater for the needs of all students</li> <li>• Proven ability to provide effective pastoral care and assist students to achieve their personal best</li> <li>• Strong interpersonal skills, including an open and friendly disposition, the ability to listen effectively and the ability to relate to people from a range of backgrounds</li> <li>• Outstanding verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain positive relationships with key stakeholders within the College community</li> <li>• Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in College activities</li> <li>• Ability to develop, promote and implement new and creative initiatives</li> <li>• A high degree of confidentiality and professional judgement</li> <li>• A high level of energy and vitality</li> <li>• Superior organisational ability and demonstrated self-motivation and initiative in setting goals, prioritising work, managing multiple tasks and creating solutions</li> </ul>