



Lighthouse Christian College

Position Description	Head of Learning Support
Reports to	Director of Teaching and Learning in Primary and Secondary
Key Liaisons	Deputy Principals in Primary and Secondary, Business Manager, Head of Wellbeing in Primary and Secondary and Registrar
Reporting Relationships	Learning Support Teachers, Learning Support Admin & Learning Support Assistants
Last Updated	September 2023

Lighthouse Christian College

Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train and disciple Godly Generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son and our power in God the Holy Spirit.

Our Values

Our focus is to develop and promote humility, empowerment, authenticity, respect and tenacity within the college community.

Position Overview

The Head of Learning Support is responsible for managing Learning Support activities across the Primary and Secondary Schools. To deliver effective and well-targeted support to students with disabilities that assist them to reach their full potential and achieve individual excellence in accordance with College policy and financial budgets.

Responsibilities and Accountabilities

The overall objective of the Head of Learning Support role is for each student to fulfil his or her potential in a mainstream classroom context despite having a learning and/or social/emotional challenges. In practical terms, this translates to the following observable patterns:

- Improvement in organisational skills and engagement.
- Improvement in comprehension and achievement level.
- Improvement in social skills and ability to manage inter-personal relationships and situations.
- Implementation and follow up of completion of the SSGs for each student.

For the Learning Support team to be:

- Engaged and enthusiastic about their work.
- Working effectively and collaboratively with teaching staff.

- Constantly striving to learn new and discover better ways to support and encourage students.

Achieving these outcomes will involve the following specific activities and responsibilities:

Oversee programs for students with additional needs

- Undertake or refer students for further assessments.
- Refer to specialists.
- Recommend remedial programs to staff.
- Observe delivery of programs to ensure quality remedial practice.
- Review programs/concerns with learning assistants, making necessary improvements where necessary.
- NAPLAN adjustments for students with special needs.
- Assist with applications for VCE special consideration.
- Assess prospective students as required in consultation with Registrar. Conduct assessment of students who are new enrolments for correct placement in classes. Where necessary, recommend further assessments.
- Maintain necessary documentation in regards to students with additional needs.
- Investigate available programs to assist students to reach their full potential.
- Inspire, direct, support and assist staff to plan and deliver effective individual learning programs in collaboration with parents and practical recommendations given by professional specialists which assist students with disabilities to reach their potential.

Oversee staff within the department

- Regular staff meetings with learning assistants.
- Conduct staff appraisals of staff within Learning Support Department.
- Consult with staff to equip them to work with additional needs of students.
- Ensure alignment of educational programs, testing and practices between sites.
- Ensure relevant information is available in regards to students with additional needs on SEQTA.
- Ensure staff have access to relevant professional development, coordinate and supervise the attendance, behaviour and performance.
- Coordinate the work of each Learning Support staff in consultation with classroom teachers to ensure productive timetabling and activities.
- Maintain up to date battery of tests and resources e.g. PAT Tests.

Funding and Assessments

- Receive referrals and make recommendations as appropriate.
- Identify issues using checklists that are evidence based such as the SWAN Rating Scale, NCCD checklist in professional consultation with staff.
- Obtain parental consent.
- Determine what screening assessments can be done.
- Outsource or undertake tests as appropriate.
- Make necessary referrals to external providers.
- Apply for State Government funding for students who meet criteria.
- Investigate other funding sources.
- Make applications and obtain funding for students with disabilities.

Liaise with external providers

- After discussion with appropriate staff, coordinate the engagement of external specialists (psychologists, speech pathologists etc.) and the identification and referral of students at risk in collaboration with parents.
- Consult and organise speech therapists, visiting teacher service, OT, psychologists,

tutors and other external providers.

- Organise WISC V, WIAT 111 or WPPSI-1V, Vineland assessments externally or internally.
- Organise feedback sessions between professionals, teachers and parents.
- Payment of invoices to applicable external providers.

Liaise with families and staff

- Ensure appropriate communication is sent to parents in relation to students receiving support and being part of the National Data Collection.
- Discuss concerns with families.
- Discuss concerns regarding students with staff.
- Make recommendations for pathways for parents and staff.
- Inform families of Mental Health Care plans, Better Access Program, FaHCSIA funding or Primary Enhanced Care plans to receive support.
- Regular meetings with Deputy Principal Primary and Secondary.
- Regular meetings with Head of Wellbeing.
- Schedule, arrange and lead meetings with parents to discuss Educational Support matters as necessary.

SSGs and ILPs

- Ensure SSGs are being conducted at least once per semester at all campuses for funded students and those at risk.
- Ensure parent attendance at SSGs and students for secondary.
- Ensure minutes are taken, uploaded and distributed amongst staff.
- Ensure ILPs are written and delivered in accordance with students needs and goals.
- Ensure all ILPs are approved by parents.
- Establish effective processes to develop, communicate and implement Student Support Groups.

NCCD

- Maintain and regularly review the record of students on each level.
- Ensure teaching staff are aware of levels and have clear recommendations for adjustments to be made in the classroom for each student.
- Supporting Business Manager in ensuring that NCCD processes and documentation are implemented and recorded.
- Ensuring teaching staff understand their requirements.
- Facilitate the connection between teaching staff and learning assistants.
- Monitor teacher NCCD entries and ensure that they are of sufficient standard and quality.
- Participate with classroom teachers in identifying and assessing student with disabilities by personally assessing students considered by teachers to be 'at risk'.

General Duties

- Ensure enrolment form to process covers Educational support concerns appropriately.
- Ensure budgets are applied for and implemented appropriately.
- Collaborate with teachers and Learning Support employees throughout the College to develop consistent approaches and share successful strategies, activities and tools.
- Other duties as required.

Person Specifications

Education and Experience

- Current VIT registration.
- Degree level teacher qualifications and significant teaching experience
- Post-graduate qualification in working with student with disabilities will be highly regarded (Eg: Master of Education – Learning Intervention or similar).
- Minimum of three years of specialisation in working with students with disabilities, including managing the NCCD processes and documentation requirements.
- Christian Educational Leadership experience

Skills

- An accomplished leader, skilled in supervising and coordinating a team of people
- Ability to conduct meetings with parents with a focus on building partnership in the best interests of the child, family and school.
- Innovatively able to develop and implement strategy and plans under broad direction.
- Sound verbal and written communication skills; numeracy skills.
- Excellent computer skills and experience with school management systems such as SEQTA
- Skills and training in facilitating specialist assessments for students with disability and gifted students
- Skills in data and assessment analysis for students with learning needs with the capability to refer to appropriate professionals for further assessment and diagnosis.

Personal Attributes

- Strong personal commitment and passion for education of students with disability.
- Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed.
- Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships.
- Committed to uphold the vision and values of Lighthouse Christian College.
- Problem solving capacity, with the ability to resolve issues with sensitivity and decorum.

Knowledge

- Working knowledge of Christian Education including biblical worldview.
- Professional knowledge and broad understanding of curriculum and pedagogy.
- Expert knowledge and sensitivity to physical, mental and intellectual disabilities and learning difficulties encountered by students.
- Expert knowledge of learning and cognitive disabilities affecting children and of contemporary practices in developing learning programs and activities to individual needs. Able to advise and coach classroom teachers and collaborate closely with specialists.

Child Safety

Lighthouse Christian College is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out national police record checks and reference checks to ensure that we are recruiting the right people.

Pre-requisites

- Current Police Check

- Current Working with Children Check
- Current Victorian Driver's License
- Practicing Christian, in regular Church attendance

Employee Acknowledgment of Position Description

I have received a copy of the Position Description and have read, understood, and accept its contents.

_____	_____	_____
Name of Employee	Signature	Date
_____	_____	_____
Principal	Signature	Date