Sacred Heart Girls’ College is a school within the Catholic ethos, educating young women for life and always striving upwards for excellence in learning and growth of faith. We are committed to providing an environment which enables the development of strong, articulate women, faithful to Gospel values, with respect for themselves and compassion for others - discerning, confident, prepared and willing to embrace life's challenges.

Sacred Heart Girls’ College is a Catholic Girls’ College:

- Striving to create a culture of learning in a Christ-Centred, disciplined environment
- Encouraging faith development and providing a vigorous Catholic Education
- Fostering a community where all are treated with respect and dignity. Promoting academic excellence, offering diverse intellectual, sporting and artistic opportunities
- Demonstrating a vision of Christian womanhood, emphasising committed leadership and service
- Recognising that education is for life, instilling a desire for truth, compassion and justice
- Promoting a child safe environment for all students

The Learning Support Co-ordinator is appointed by the Principal and is responsible to the Deputy Principals, Learning and Teaching and Student Wellbeing for aspects of curriculum, teaching and learning for students with special needs from Years 7 to 12. The Learning Support Co-ordinator holds a significant position of leadership within the College and as such, is expected to commit to the vision and values of the College and carry out leadership that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan. The Learning Support Co-ordinator will provide cultural, educational, human and technical leadership to the relevant team.

ROLE RESPONSIBILITIES

CULTURAL LEADERSHIP

- Actively and publicly promote and support the College, its mission, vision and values
- Foster a positive climate within the team that is compatible with the College ethos and expectations
- Be a positive role model for colleagues and students
• Work with the Deputy Principals in relation to the organisation of relevant activities and events that occur at the whole school and year levels within and outside school hours.
• Where appropriate, share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community.
• Actively and publicly advocate for students with special needs.
• Foster a nurturing and supportive climate which allows all students, irrespective of their needs, to develop their full potential in all aspects of their school life.

Specific duties
• Provide students with a child-safe environment.
• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
• Support members of the College Leadership Team in working with the College community in implementing the Strategic Plan and the School Improvement Plan.
• Work with the Deputy Principal, Learning and Teaching on the subject selection process including giving advice to students with special needs.
• Participate in Heads of Department meetings.
• Encourage student participation in curriculum related activities within and beyond the school.
• Convene Learning Support Departmental meetings.
• Regularly meet with and report to the Deputy Principals, Learning and Teaching and Student Wellbeing on matters relating to learning and teaching within the Learning Support area.
• Be a resource and spokesperson in matters relating to students with special needs on such occasions as Open Days and transition meetings.
• Contribute to College newsletters, staff and student bulletins.

EDUCATIONAL LEADERSHIP
• Demonstrate a commitment to achieving best practice in matters relating to learning and teaching, assessment and reporting.
• Demonstrate passion, expertise and excellence in teaching with respect to special needs students.
• Be responsible for student learning matters within the Learning Support area.
• Keep abreast of emerging curriculum, teaching and learning issues as they apply to students with special needs.
• Keep abreast of services available through CEM and community organisations.
• Keep abreast of issues relevant to LNSLN students including funding and post-school transition options.

Specific duties
• Meet regularly with the Learning Support Team on matters relating to teaching and learning.
• Liaise with the VCE Co-ordinator in regard to special provision and arrangements for VCE students with special needs.
• Assist students in their transition from primary school, from year to year and in transition to post school options.
• Liaise with the College counsellors on matters relating to learning and teaching in the area.
• Liaise with external professional bodies such as SCOPE and medical practitioners.
• Liaise with the CEM, specialist visiting teachers and relevant consultants.
• Participate in Learning Support Network meetings and CEM briefing meetings.
• Provide staff with the knowledge, skills and resources regarding the nature of learning difficulties and the specific detail about students in their care.
• Work with colleagues to ensure College expectations within the classrooms are met with respect to special needs students
• Ensure the provision of adequate materials and resources for the area
• Support teachers in ensuring student learning is maximised
• Liaise with teachers in the modification of the curriculum, including assignments, tests and exams

HUMAN LEADERSHIP
• Demonstrate excellent interpersonal skills and the capacity for effective communication
• Demonstrate effective leadership of the Learning Support Team
• Encourage and build leadership capacity of members of the team
• Work in partnership with parents in the education of their daughters
• Facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs
• Implement innovative, inclusive programs that are responsive to student, parents and community needs
• Provide a climate conducive to professional discourse and collaboration
• Build structures and processes that enable students with special needs to develop self-esteem and confidence in their abilities

Specific duties
• Set department goals with the Learning Support Team and monitor them
• Provide appropriate support to staff within the area
• Oversee the work of relevant support staff
• Work closely with Heads of Departments, Year Level Co-ordinators, VCE Co-ordinator, Careers Counsellor, College Counsellors, Literacy & Numeracy Co-ordinators, Homeroom teachers and subject teachers to ensure the needs of all students are identified and supported
• Support subject teachers to fulfil their responsibilities and the College expectations with respect to learning and teaching of special needs students
• Keep staff informed about relevant decisions and issues affecting students with special needs
• Support subject teachers to ensure classrooms are safe learning environments
• Encourage and enable students with special needs to participate, as far as is practical, in all facets of College life
• Liaise with parents as required on matters relating to learning and teaching of students with special needs
• Ensure regular Program Support Group Meetings are held for LNSLN students
• Initiate, encourage and recommend professional learning for members of the Learning Support area
• Provide the appropriate level of professional learning to staff in their role in the management of special needs students
• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
• Assist in the provision of a child-safe environment for students
• Demonstrate duty of care to students in relation to their physical and mental wellbeing

TECHNICAL AND ORGANISATIONAL LEADERSHIP
• Lead, co-ordinate and manage the Learning Support Team
• Maintain records in accordance with College policy and practices.
• Demonstrate high levels of organisational and administrative skills
• Liaise closely with relevant people such as subject teachers, Homeroom Teachers, Literacy & Numeracy Co-ordinators, College Counsellors, Careers Counsellor and Registrar

Specific duties
• Where appropriate, oversee the orderliness of the Learning Support area
• Administer relevant tests that assist in the identification of students with special needs and the specific areas requiring attention
• Ensure applications for funding for relevant students are made to the CEM
• Oversee the programs of all LNSLN students
• Oversee the appropriateness of semester reports for students with special needs
• Liaise with subject teachers regarding the provision of exams for students with special needs
• Maintain student records in accordance with College policy and practices
• Prepare budgets
• Authorise and manage relevant expenditure
• Oversee the maintenance of resources
• Review and update sections of relevant College documents
• Circulate information, materials and resources to members of the department
• Maintain an inventory of department resources

Other duties as required by and negotiated with the Principal and/or Deputy Principals, Learning and Teaching and Student Wellbeing

This position is a Principal Appointment for an initial period of 3 years. A performance appraisal will be conducted midway through the period of tenure.