

POSITION DESCRIPTION

Head of Learning Enhancement -Primary

The Position Context	The Primary School recognises the importance of supporting all students in their progress and achievement throughout the primary years. We know that some students experience difficulty in understanding certain concepts and require short or long term support.
Title	Head of Learning Enhancement (Primary)
Reporting to	Assistant Principal – Head of Primary Principal
Primary Objective	The Head of Learning Enhancement (Primary) is responsible for administering and co-ordinating support and extension programs in the Primary School.
Key Internal Relationships	<ul style="list-style-type: none"> • Principal • Assistant Principals • School Psychologist • Head of Learning Support (Secondary) • Heads of House - Primary • Learning Support Team • Classroom Teachers
Key External Relationships	<ul style="list-style-type: none"> • Parents • External support agencies
Primary Responsibilities	<ul style="list-style-type: none"> • Identification and monitoring of students with learning difficulties via standardised testing (YARC, CTOPP and PAT-R online) and consultation with Educational Psychologists employed by the school re cognitive assessment and special considerations. • Creating and updating the School Learning Support Student Register and Gifted Student Register, in collaboration with Senior staff. • Assisting with the NCCD and State Funding application process (managed by Assistant Principals and Educational Psychologists). Assistance in the form of providing information re the intervention program and classroom supports in place for relevant students. (Includes the provision of Individual Education Plans). • Withdraw of selected individual students and small groups for literacy support purposes. (Primarily students with reading and spelling difficulties and some that have difficulty with language in general or intellectual difficulties). Explicit teaching and SoundWaves programs used. • Withdraw of selected individuals students and small groups for

	<p>Instrumental Enrichment thinking program (mediated learning) sessions. IE enhances learning potential and cognitive functioning. It teaches thinking and the transfer or learnt strategies into all areas of life.</p> <ul style="list-style-type: none"> • Writing of Individual Education Plans (IEP) with specific or severe learning disorders and those with other learning, behavioural and or physical disabilities in collaboration with Educational Psychologists. This process includes Primary Classroom Teachers, Secondary Subject Teachers and Student Support staff. • Attending parent meetings, after school meetings and PSG meetings. • Offering Gifted Student programs. • Sharing attended PD information with relevant staff.
Key Skills & Experience	<ul style="list-style-type: none"> • VIT registration, relevant tertiary qualifications • Special Needs training • Experience in Learning Support Programs • Exemplary teaching skills and capabilities
Competencies	<p><u>People & Teams</u></p> <ul style="list-style-type: none"> • Communicate and relate well to others • Build cohesive individual and team relationships • Able to work collaboratively but decisively • Able to work to deadlines while maintaining a standard of excellence • Model the school values at all times <p><u>Professional Excellence</u></p> <ul style="list-style-type: none"> • Demonstrates a thorough knowledge of the area for which he/she will be responsible • Demonstrates the ability to plan, set goals, evaluate progress, review etc. • Demonstrates a willingness to be committed to several tasks as required and manages time well to ensure quality outcomes
Teaching Load	Full time
Tenure	All appointments are subject to a 6 month probationary period.



Statement of Commitment to Child Safety

The well-being and safety of all students is of central importance at Alphington Grammar School. Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as Aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required. All applicants should be aware that the School conducts extensive background checks in accordance with our Child Safe Policy.



Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____