TITLE	Learning Enrichment Coordinator
EMPLOYMENT STATUS	Permanent full time teaching role Fixed term position of additional responsibility role (with teaching load)
DEPARTMENT	Teaching & Learning
ENTERPRISE AGREEMENT	Launceston Church Grammar School Teachers Enterprise Agreement
EA CLASSIFICATION	Teacher salary scale commensurate with experience plus responsibility allowance
REPORTS TO	Assistant Head of Junior Campus – Teaching and Learning / PYP
REPORTS	Learning Enrichment Teacher(s) Education Assistants
KEY FUNCTIONAL RELATIONSHIPS	Junior Campus leadership team, Learning Enrichment team (across Junior and Senior Campus)
LOCATION	Junior Campus

Scope of Position

The Learning Enrichment Coordinator is responsible for coordinating learning enrichment across the Junior Campus. The position involves coordinating a team of staff to provide learning enrichment to students with diverse educational needs and extension from Prep to Grade 6, and a complementary teaching allocation in the area.

Duties and Responsibilities

ORGANISATIONAL MANAGEMENT AND COMPLIANCE

- Support Learning Enrichment teachers to undertake learning needs assessments for new and existing students and support in undertaking assessments as required.
- Demonstrate knowledge of the Disability Discrimination Act and the Disability Standards for Education
- Identify students eligible for and support the application for additional funding for students with additional needs using current data, including through NCCD.
- Oversee NCCD processes and procedures to ensure that the school is compliant e.g. student needs are identified, adjustments are made, adjustments are monitored and there is consultation with parents and carers.
- Teach students who require extension and support.
- In support of Assistant Head of Campus – Teaching and Learning / PYP, maintain the NAPLAN procedures with regard to students who require adjustments (exemption/modification).
- Establish and maintain professional networks in order to maintain a high standard of current professional knowledge.
- Keep abreast of research literature, current trends, requirements of external bodies and share information with colleagues on a regular basis.
- Review the existing organisation of resources for students and staff, ensuring quality and easy access.
- Attend relevant meetings, functions and events as required.
- Develop individual Education Plans (EPs) for students across Grades Prep to 6 and liaise with relevant staff in the annual development of individual learning plans for all students who receive funding and for others whom it is deemed appropriate.
- Attendance at IEP meetings when required.
- Maintain knowledge of various technologies and they may assist student learning.
- Coordinate budgeting as required and the purchase and maintenance of resources where necessary.
- Keep up to date with the requirements of external bodies as required.
- Seek additional funding opportunities for individual students and groups of students to improve educational outcomes.
- Any other duties as required by your Manager.

LEADERSHIP TEACHING AND LEARNING

- Promote a culture that is supportive and responsive to individual student needs.
- Identify, develop, oversee, trial and promote specific programmes to support students with learning difficulties and needing learning extension aligned with the School's strategy.
- Participate in relevant professional development and learning in the area of Learning Enrichment.
- Be receptive to suggestions and initiatives from staff on alternative practice or policy.
- Model exemplary teaching standards and mentor others within the classroom programme.
- Provide relevant professional learning opportunities and guidance for staff.
- Provide information sessions for parents to assist with home and community connections.
- Conduct regular reviews of Learning Enrichment programmes using multiple sources of evidence including student assessment data, curriculum documentation and feedback from parents and students.

STAFF DEVELOPMENT

- Support and advise classroom teachers on strategies to support students with additional learning needs.
- Supervise and mentor Educational Assistants who are appropriately qualified and experienced.
- Ensure that Educational Assistants are timetabled in an effective manner according to the needs of students.
- Utilise School communication platforms to communicate to staff about specific learning disabilities, advanced needs and helpful learning strategies.
- Brief the Principal, Head of Junior Campus and/or other relevant stakeholders about individual student progress as required.

STUDENT ENGAGEMENT

- Establish and maintain positive relationships with students and support their integration in programs.
- Coordinate the placement and matching of students with appropriate intervention and support programmes.
- Provide assistance to students with additional or exceptional learning needs within a multi-tier system of support.
- Provide innovative, creative ideas to motivate students and be willing to implement new strategies to inspire their learning.
- Monitor and enhance the welfare and academic progress of students by understanding their needs in consultation with the Assistant Heads of Campus and Head of Junior Campus.
- Promote teacher collaboration to ensure students' needs are identified and met.
- Coordinate referral of students to specialist services as needed.
- Establish and maintain effective and open communication with parents of students with additional needs.

Key Selection Criteria

QUALIFICATIONS

- Tertiary Qualifications in Education (Special Education Gifted Education would be desirable).
- Teacher Registration - Tasmanian Teachers Registration Board.
- Working with Vulnerable People Registration - Department of Justice.
- **HLTAID012 -** Provide First Aid in an Education and Care Setting qualification.
- **HLTAID009** - Provide CPR.

SKILLS AND EXPERIENCE

- Demonstrated leadership capability, with experience coordinating teams, leading initiatives and contributing positively to a collaborative professional culture.
- Minimum five years' teaching experience, with a strong record of effective classroom practice and commitment to improving student learning outcomes.
- Exemplary teaching practice and demonstrated expertise in curriculum and pedagogical design, including the ability to develop engaging, inclusive and effective learning experiences.
- Excellent knowledge and understanding of the Australian Curriculum relevant to the position, with the ability to support curriculum implementation and continuous improvement.
- Demonstrated understanding of the academic, social and pastoral needs of students, with a genuine commitment to supporting the growth, wellbeing and development of young people.

- Experience developing, implementing or contributing to programs that support students requiring learning support, intervention, extension or enrichment opportunities.
- Strong interpersonal and communication skills, with the ability to build positive relationships with students, colleagues, families and the wider school community.
- Confidence and capability in the use of technology to enhance teaching, learning and student engagement, with a willingness to embrace contemporary educational practices.
- Commitment to ongoing professional learning, reflective practice and contributing to a culture of innovation and excellence in education.

Workplace Health and Safety (WHS) – Worker

While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the School to allow the person to comply with this Act.
- Co-operate with any reasonable policy or procedure of the School relating to health or safety at the workplace that has been notified to workers.

Safeguarding Children and Young People

Launceston Church Grammar School, we take the safeguarding of children and young people seriously. You are required to:

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Honest, trustworthy and ethical.
- Ability to work collaboratively, and a strong team player.
- Willingness to adapt to the dynamic nature of a classroom.
- Flexible, responsive and creative with an innovative mindset.
- A willingness to take on responsibilities and challenges, displaying a “can do” attitude.
- High standards of professional conduct.
- Confident in modelling best practice.