

Educational Advisor, Learning Support

POSITION DESCRIPTION

POSITION: Educational Advisor, Learning Support

ORGANISATIONAL UNIT: Student Support

POSITION STATUS: Ongoing

CLASSIFICATION: Teacher Level

- **POSITION OVERVIEW:**

The Learning Support team is committed to supporting students who may require extra support due to a disability, cognitive issue, learning difficulty or any other reason that impacts their ability to access the curriculum.

- The Educational Advisor demonstrates the ethos that we are all working together toward supporting the students and prioritising student learning outcomes.

KEY DUTIES & TASKS

1. Overview

- Ensuring that individual student learning outcomes are maximised.
- Supporting teaching staff in identifying and supporting students with specific individual needs and/or disabilities, including support and professional learning related to developing Individual Support Plans.
- Ensuring effective teaching and assessment processes are in place to cater for the needs of students with individual needs and/or disabilities across the School/Campus.
- Inspiring and motivating students and staff through positive role modelling and being responsible for continuous team improvement within the school context.
- Modelling best practice in implementing personalised learning, educational programs or curriculum initiatives, monitoring student achievement and teacher effectiveness.
- Administrative duties such as operational, budgeting and record keeping requirements.
- Implement and monitor policies and programs for students with additional learning support needs.
- Contribute to ensuring that BMG complies with the Nationally Consistent Collection of Data on students with disability (NCCD) as per annual NCCD guidelines in consultation with Heads of School and the Assistant Principal, Director of Learning Support.
- Contribute to grant applications and special funding for students with disabilities as per Independent Schools Victoria (ISV) guidelines in consultation with the Speech Pathologist, Head of School and the Assistant Principal, Director of Learning Support.
- Working with Heads of School and the Assistant Principal, Director of Learning Support, to support new students with additional learning needs who transition into the school.
- Working with parents to provide personalised learning services to students, including participating in scheduled Student Support Group meetings.
- Engage in Child Safe Practices per the School's Child Safe policies and procedures.
- Maintain up-to-date knowledge of evidence-based intervention programs to support the learning of students with additional needs.
- Work with the Assistant Principal, Director of Learning Support and Heads of School in collating, formatting and proofing information for student Individual Support Plans across the school.



2. Professional Development Leadership

- Provide appropriate Professional Development to all staff members, including Senior Management.
- Promote professional development to staff in Learning Support staff, including but not limited to Education Support Officers, speech pathologists, allied health assistants and educational psychologists; and
- Promote and support the development of learning and support teams within schools.

3. Student Wellbeing

- Where appropriate, liaise with and support the Assistant Principal, Director of Learning Support and the Student Wellbeing Team.
- Provide professional advice to the Welfare and Management Team within the school as required;
- Attend and advise senior staff where appropriate at relevant meetings to manage and support students with additional needs.

4. Finance and Resource Coordination

- Apply for and thoroughly understand the funding process for students with additional needs.
- Provide costings of assessments, outside health professionals and programs which may be required to meet the needs of students with additional needs; and
- Contribute to submissions and funding applications for students who meet such criteria.

5. Reporting

- Develop professional reports for external stakeholders such as paediatricians, allied health professionals, and other medical providers as required.
- Provide summary reports in a manner that is accessible and appropriate for the audience.
- Provide recommendations for students requiring necessary adjustments to the Heads of School and the Assistant Principal, Director of Learning Support, based on assessments conducted by allied health and medical professionals.
- Provide professional reports and feedback to parents of future enrolled students with additional needs.
- Provide reports to senior management regarding the academic achievement and progress of students engaged with Learning Support.

6. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

7. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

8. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

9. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.



ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Reporting directly to: Assistant Principal, Director of Learning Support. This position also reports to the Heads of School/ Heads of Campus.

Direct reports to this position: n/a

Internal Relationships: Internal Relationships: Principal, Senior Deputy Principals, Deputy Principals, Assistant Principals, Heads of School, Heads of Year, teaching staff and all other employees within the organisation.

External Relationships: External Relationships: Students, parents and other external stakeholders.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position has a broad range of authority relative to the position, to achieve the position objectives. The incumbent is expected to:

- Seek approval from the Assistant Principal, Director of Learning Support to undertake tasks outside the position description.
- Guidance is provided through broad policy direction or legislative requirements established through the vision and direction of the School Board.
- The incumbent has the authority to perform tasks within the limits of documented operational policies and procedures.
- The incumbent has the authority to make independent and appropriate decisions as they relate to this position description in alignment with principles underpinning School values and strategic objectives; and
- The incumbent can use judgment to determine which issues should be referred to other senior staff, including the Principal.

KEY SELECTION CRITERIA

Qualifications/Licences

- VIT Registration;
- Bachelor's degree in Education focusing on Literacy or a related field (mandatory).
- Master of Specialist Education or Master of Inclusive Education (desirable) and
- Relevant tertiary qualifications within management or administration (desirable).

Demonstrated Experience and Skills

- Extensive teaching experience across a range of different levels.
- Proven experience in a leadership or senior management position within a school environment.
- Proven organisational skills, with the ability to work independently and effectively as part of a team.
- Excellent communication and interpersonal skills to build relationships with key stakeholders.
- Proven experience in student achievement, engagement and wellbeing management and leading teaching staff in accommodating students with diverse learning needs; and
- Proven experience in a similar position within a school environment is preferred.

AUTHORISATION

PRINCIPAL APPROVAL

Debra Ogston, Principal

Date: _____



STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____