

Head of Learning Support

Temporary Full-Time Position

(Commencing May 2018)

The McDonald College is Australia's leading Academic and Performing Arts College. It was founded on a belief of performance distinction, whether this is in academia, the arts or both. All staff members of the College share and support this belief. An opportunity exists for a qualified, enthusiastic and experienced individual to work in our Learning Support Department. Applicants must possess a teaching qualification, have proven teaching experience, and experience using computer applications in teaching. Experience and interest in performing arts would be an advantage.

APPOINTMENT

The Head of Learning Support is appointed by the Principal. The position will attract a salary and teaching load as determined through discussion on appointment.

ROLE DESCRIPTION

Responsibilities

- Providing support and guidance for students in Years 3-12 through developing and implementing programs that support students' diverse needs
- Leading, managing, and developing programs for the Learning Enrichment Department
- Identifying students with specific needs, including students needing learning support, EAL/D students, and gifted and talented to make sure students are engaged and learning is maximised
- Facilitate small group classes for those who need additional learning support or EAL/D support
- Developing programs in collaboration with teachers for students on Life Skills programs
- Coordinating the National Collection of Data and Census data
- Liaising with teachers to modify assessment procedures
- Assisting staff to understand student needs in relation to learning difficulties, physical and environmental needs
- Maintaining records and documentation related to individual learning plans
- Providing support for classroom teachers in the development, implementation and monitoring of students with specific learning needs
- Work with the senior school to develop and implement Disability Provisions
- Any other duties as requested by the Principal
- Recommending external learning assessments as deemed necessary

Reporting Relationships

- Reports to Principal, Deputy Principal, Head of Secondary School, Director of Junior School

Supervises & Leads

- Learning support teachers
- EAL/D teachers
- Teachers Assistants

Areas of Support

- Director of Learning
- School Counsellor
- Medical professionals
- Staff
- Parents and care givers

SELECTION CRITERIA

- Highly developed interpersonal skills to deal effectively with students, staff and parents
- Possess recognised NSW teaching qualifications – including accreditation appropriate to experience
- Demonstrated experience working with primary and/or secondary school aged students with learning needs & difficulties
- Demonstrates a passion and enthusiasm for teaching
- Committed to professional development
- Valid NSW Working with Children Check

TO APPLY

Written applications consisting of full Curriculum Vitae should be directed to Mrs Maxine Kohler, Principal of The McDonald College, and be submitted electronically to her Personal Assistant, Mrs Leslea Smith at leslea.smith@mcdonald.nsw.edu.au

The closing date for all applications which must include the names and telephone contact number of two (2) professional referees should be received by 4pm on Thursday 26th April 2018.