



LEARNING SUPPORT COORDINATOR POSITION DESCRIPTION

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The Learning Support Coordinator is an essential member of the school team. The role of the Learning Support Coordinator is to provide direct and indirect support for students with specific learning needs and for staff who are teaching students with specific learning needs. The LSC will be directly accountable to the principal in all matter pertaining to the planning and implementation of these academic and spiritual objectives.

LIST OF DUTIES

1. SUPPORT FOR STUDENTS:

- 1.1 To identify and assess students with specific learning needs and refer students for further assessment where necessary.
- 1.2 To work directly with students who receive Government funding.
- 1.3 To work directly with students undertaking Life Skills programs.
- 1.4 To coordinate Individual Education Plans for students with specific learning needs.
- 1.5 To develop individual short term programs for students returning to school after prolonged absence or illness.
- 1.6 To develop and implement transition programs for students at key transition points as required:
 - Primary to High School
 - Yr 10 to Yr 11

2. TEACHER SUPPORT:

- 2.1 To ensure that teachers are aware of the implications of students' Individual Education Plans.



2.2 To support teachers in the modification of classroom programs in order to meet the learning needs of these students.

2.3 To provide resources and information for teachers with students with specific learning needs in their classes.

2.4 To support teachers in developing alternative assessment and reporting systems for students following special programs of study.

2.5 To coordinate and supervise the Teacher's Assistant in provision of in-class support for students with identified learning needs.

2.6 To supply the required data for the yearly Department of Education Census relating to children with specific learning needs.

3. ADMINISTRATION/ LEADERSHIP:

3.1 To participate in staff meetings and deliver PL as required.

3.2 To maintain and keep accurate records for each student within the relevant privacy and confidentiality requirements, including documentation required by the Federal and State Department of Education and Education Act.

3.3 To understand and be aware of the requirements of the Federal and State Department of Education and Education Act in relation to defining, supporting and audit requirements of students with specific learning needs.

3.4 To develop and support a cohesive and effective Learning Support Team.

3.5 To foster own professional development by attending suitable professional learning and networking opportunities.



SELECTION CRITERIA

- Provide a summary of your education and training, including major fields of study in tertiary education.
- Any courses which may be pertinent to your application.
- Experience – list any position of special responsibility that you have held.
- Any major employment that you have had other than teaching.
- Your Approaches to Learning Support including – classroom teaching and organisation, discipline and conflict resolution, pastoral care, students with specific learning needs, curriculum development and planning.
- Church involvement.
- What is your understanding of Christian Education and why do you wish to teach at NCS?
- Provide a Good Character Check, including a Record and Conviction Check with Tasmania Police.

RELEVANT QUALIFICATIONS

Bachelor of Education

Registration with Teachers Registration Board

HOURS OF WORK

Additional to the teacher's duties, all Newstead Christian School staff are required to adhere to the school's policies and procedures as a systematic approach of compliance to legislative requirements.