

KINDERGARTEN TO YEAR 6 LEARNING STRATEGIES COORDINATOR

POSITION DESCRIPTION

REPORTS TO	Head of Blinkbonnie House (Kindergarten to Year 1) Head of Raymond House (Years 2 to 6)
DIRECT REPORTS	None
KEY RELATIONSHIPS	Blinkbonnie House Staff Blinkbonnie House Students Raymond House Staff Raymond House Students Parents
PURPOSE	The purposes of this role are: The Learning Strategies Coordinator will demonstrate exemplary knowledge, communication and record keeping skills, be a strong team player and enjoy working with others in a team environment. They should demonstrate confidence assisting students with learning and/or behavioural challenges. This position involves working with individual students from Kindergarten to Year 6, singly or in small groups both within and outside class to support their learning.
ENVIRONMENT	This is a permanent 0.8FTE position over four days with a 0.4FTE administration role and 0.4FTE teaching/ classroom support work. It includes the delivery of a Learning Intervention Program beginning at 8:00am, 4 days per week.

KEY AREAS OF RESPONSIBILITY

- Provide assistance to the students in Kindergarten and Primary School with additional learning needs either in the classroom or in a withdrawal setting. This may include curriculum modification.
- Liaise with Learning Support Assistants.
- Coordinate learning needs assessments for new and existing students as required and provide advice to staff on assessments.
- Provide advice to staff on assessments completed by external providers.
- Manage the scheduling of assessments (individual and group).
- Assist with the analysis of diagnostic assessments in the Kindergarten and Primary School.
- Advise classroom teachers on strategies to support students with additional learning needs.
- Advise classroom teachers on strategies to support English as an Additional Language (EAL) students.
- Responsible for the placement and matching of students with appropriate interventions and support programs.
- Refer students to and seek advice from other specialists within the school (or/and externally) when necessary.
- Identify students that may receive additional funding to support their learning and initiate the application process.

- Keep up to date with any current research and trends and share this information with others.
- Maintain a database of all test data and relevant information.
- Initiate guest speakers to assist staff professional learning.
- Provide professional learning for staff.
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Other duties as directed by the Head of Blinkbonnie House and the Head of Raymond House

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- An appropriate undergraduate study/qualification and experience as an Integration Aide
- Demonstrated understanding of a variety of academic, social and emotional challenges affecting students in Kindergarten to Year 6
- A current and appropriate VIT/WWCC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification



- Current asthma management qualification

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

