

## Job Description

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**POSITION:** Head of Student Learning and Support

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**REPORTS TO:** Deputy Principal

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**DEPARTMENT:** Academic

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**DATE APPROVED:** 08 November 2024

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### Position Purpose

The role of the Head of Student Learning and Support (HSLs) is to provide student learning and support services in collaboration with the relevant stakeholders to address the student's specialised learning, enrichment and wellbeing needs.

### Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values. The College is a leading Christian P-12 school in the Newcastle region that has experienced growth in recent years with over 900 students and 150 members of staff.

The Head of Student Learning and Support plays a key role in the Learning Leadership Team, leads the Student Learning and Support team which incorporates learning support and enrichment, student wellbeing, mental health support, clinical and spiritual care. The role is supported by professionals in psychology, counselling, as well as teachers and aides in special education.

The position works closely with the Learning Leadership Team in providing a whole College approach to student wellbeing. And will be part of the College Executive team in strategic discussions.

## Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Leadership	<p>Demonstrate a Christ-like example in the College ensuring that:</p> <ul style="list-style-type: none"> <li>● All activities are undertaken with a strong Christian commitment and focus.</li> <li>● Christian servant leadership is exercised with staff, students, parents, and the wider community.</li> <li>● Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God.</li> </ul>	<p>Strategies and actions are aligned to the College's vision and mission.</p> <p>Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.</p>
Leadership	<ul style="list-style-type: none"> <li>● Lead the Student Learning and Support team including selection of candidates, induction, performance management, professional development to ensure good team performance and to deliver optimal Student Learning and Support.</li> <li>● Manage team communications and provide feedback for the team's success.</li> <li>● Manage rostering and resourcing of staff to ensure effective service delivery for the students.</li> <li>● Liaison with families, health professionals, NCCD representatives or any other external support providers.</li> </ul>	<p>Cultivate a supportive, high-performing team environment.</p> <p>Ensure clear, consistent team communication.</p> <p>Maintain effective staffing for seamless Student Learning and Support.</p>
Specialised support service for students	<ul style="list-style-type: none"> <li>● Provide expert advice and direction in specialised support service in student support and in education to ensure the College is providing best practice support to students and families.</li> <li>● Develop innovative practices and programs, and train staff in their</li> </ul>	<p>Ensure best practices are followed, with positive feedback from staff and families.</p>

	implementation to ensure consistent best practice across the College.	Train staff effectively, achieving consistent application of specialised support for students.
Case Management	<ul style="list-style-type: none"> <li>● Ensure case management of students' in collaboration with all required stakeholders to provide comprehensive support for the students and communication with their families.</li> <li>● Manage NCCD requirements according to each case.</li> </ul>	Collaborate with stakeholders to create cohesive, actionable support plans. Maintain accurate, timely NCCD records for each case.
NCCD	<ul style="list-style-type: none"> <li>● Ensure that the systems are in place to identify and assess needs (including intake interviews), conduct stakeholder consultation and develop individual plans for students with varying needs, to ensure quality and consistent development and implementation of Individual Education Plans (IEPs).</li> <li>● Work closely with Heads of departments, Stage leaders, Teachers; <ul style="list-style-type: none"> <li>○ to ensure they are aware of the implications of students' Individual Education Plans (IEPs),</li> <li>○ that classroom programs are modified appropriately,</li> <li>○ that teachers have a appropriate resources and information for their students, that teachers are supported in developing alternative assessment and reporting systems and team-teaching models</li> <li>○ Coordinate resourcing of student plans, ensure NCCD system set up and maintenance.</li> <li>○ Ensure data collection is completed for compliance and reporting.</li> <li>○ Oversee the provision of adjustments and differentiation for student needs in consultation with other stakeholders as needed to ensure student needs are addressed.</li> <li>○ Support teams to provide special provisions for HSC and other exam provisions to ensure the students are aptly supported for their exams.</li> </ul> </li> </ul>	Ensure timely and consistent development of IEPs, with effective stakeholder collaboration. Provide teachers with necessary resources and support for modifying classroom programs and assessments. Ensure accurate data collection and full compliance with NCCD regulations and audit requirements.

	<ul style="list-style-type: none"> <li>• Ensure the team provides complex health and mental support.</li> <li>• Represent the College for all NCCD audit activities, including preparing for audits and implementing any actions evolving from the audit.</li> <li>• Manage the NCCD software and ensure staff are trained in its application.</li> <li>• Ensure the College is compliant with all NCCD regulations.</li> </ul>	
Teaching interventions	<ul style="list-style-type: none"> <li>• Oversee and provide a direction on teaching interventions such as MiniLit, MacqLit, Sage, Spelling programs, Competitions, Support classroom, Wellbeing sensory space, Wellbeing break supervision and in-class support.</li> <li>• Coordinate in-class support in consultation with heads of school and teaching staff to ensure students are well supported.</li> <li>• Ensure extension programs are in place for students to fulfill their learning potential.</li> </ul>	<p>Oversee the implementation and effectiveness of teaching interventions, ensuring they meet student needs.</p> <p>Coordinate in-class support, ensuring students receive timely and appropriate assistance.</p> <p>Ensure extension programs are developed and successfully support students in reaching their full learning potential.</p>
Finance	<ul style="list-style-type: none"> <li>• Manage and oversee financial projections and budgets.</li> <li>• Provide guidance in government submissions.</li> </ul>	<p>Oversee financial projections and budgets, ensuring accuracy and alignment with department goals.</p> <p>Provide timely, accurate guidance for government submissions and compliance.</p>
Governance	<ul style="list-style-type: none"> <li>• Develop and implement policies and procedures to enhance the running of the Student Learning and Support department .</li> <li>• Contribute data to the Annual and Board reports, as required.</li> </ul>	<p>Develop and implement policies that improve the efficiency of the Student</p>

		<p>Learning and Support department. Contribute relevant data to Annual and Board reports, ensuring accuracy and timeliness.</p>
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## Key Communications

### Internal communications:

- **Student Learning and Support Team, Deputy Head of Secondary and College Nurse** to provide comprehensive case management.
- **Head of Departments, Stage leaders and Teachers** to ensure up-to-date knowledge of students needs and plans.
- **Deputy Principal and Heads of School** on matters of child safety and critical student matters.

### External Communications

- Families
- NCCD regulators
- Health Professionals

### Challenges

- Managing a large number of cases given that there is a high percentage of students' requiring support within the College.
- Ensuring consistency of services in Student Learning and Support given that there are multiple stakeholders involved.
- Ensuring that record keeping and compliance requirements are met given that it is a highly regulated sector.

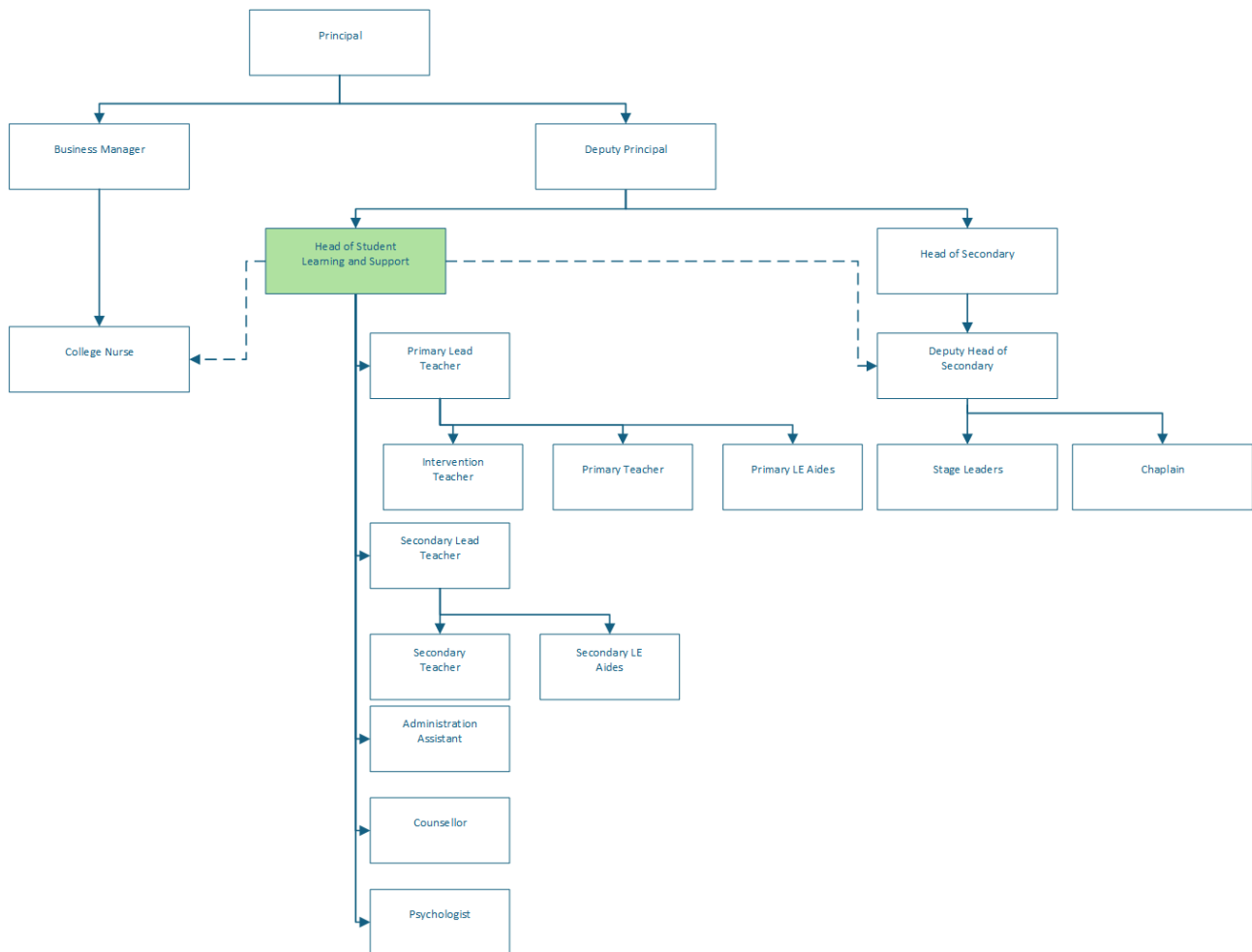
### Knowledge, Skills and Experience

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
  - a. the College Statement of Faith,
  - b. the Staff Pledge that is recited annually at the Staff Commissioning Service,and

- c. the College Codes of Conduct.
2. Knowledge of the Disability Discrimination Act 1992, Disability Standards of Education Act 2005.
3. Current Working with Children Check.
4. NESA teacher registration and post-graduate qualifications in special education.
5. Substantial experience in leading a team in specialised support services for students.
6. Experience in strengths based quality teaching framework based on Explicit Instruction.
7. Demonstrated experience in building processes and systems that support funding and compliance requirements.
8. Extensive knowledge of NCCD regulations
9. Demonstrated experience in the following competencies:
  - a. Leading and supervising- Provides others with a clear direction; motivates and empowers others. Identifies and selects high-calibre staff in the recruitment process, offers development opportunities and coaching, and sets appropriate standards of behaviour.
  - b. Working with People- Shows respect for others' views and contributions, listens, supports, and cares for others. Builds team spirit, reconciles conflict, and works collaboratively with all stakeholders.
  - c. Applying Expertise & Technology- Applies specialist expertise and uses technology effectively to achieve work objectives. Continually develops job knowledge and demonstrates an understanding of various organisational functions.
  - d. Planning & Organising-Plans activities well in advance and manages time effectively. Identifies and organises resources needed to accomplish tasks, and monitors progress against deadlines.
  - e. Delivering Results & Meeting Customer Expectations-Focuses on customer needs, sets high standards for quality and quantity, and monitors productivity. Works methodically to achieve goals and consistently meets customer expectations.



## Organisation Chart



## Selection Criteria

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
2. Knowledge of and a deep commitment to child safety in an education setting.
3. Current Working with Children Check
4. NESAs teacher registration and post-graduate qualifications in special education.
5. Substantial experience in leading a team in special education.
6. Demonstrated experience in building processes and systems that support funding and compliance requirements.
7. Extensive knowledge of NCCD regulations

8. Demonstrated experience in the following competencies:

- a. Leading and supervising
- b. Working with People
- c. Applying Expertise & Technology
- d. Planning & Organising
- e. Delivering Results & Meeting Customer Expectations

**Signature**

Incumbent name

Incumbent signature

Date