

DIRECTOR OF LEARNING ENRICHMENT

The Director role leads the cross-campus Learning Enrichment team, equipping class teachers to and provide support for diverse learners with additional social and academic needs. Working with NBCS leadership, the Director provides a framework, policies, strategies, and resources to ensure student learning outcomes are maximised.

A such this role, supports the Principal in maintaining and developing the school mission of Excellence in Education, Christianity in Action.

In this role, the Director of Learning Enrichment is a role model personally and professionally.

Reports to:

Deputy Principal, Assistant Principal - Learning, Head of Primary

Reports:

Learning Enrichment teachers/assistants (Primary and Secondary)

Responsibilities:

- Learning
- Leading and managing
- Wellbeing
- Life of the School

Support the Principal in the continuing development of the school as a centre of learning and excellence:

- Work with Assistant Principal - Learning, Heads of School and Departments, to implement a framework to support students with diverse learning needs
- Retain professional currency with educational theory, practice, and networks to provide current and relevant advice regarding curriculum differentiation, enrichment, and extension programs
- Enhance the capacity of teachers to develop and apply a comprehensive range of assessment strategies to diagnose learning needs
- Provide professional development, sharing knowledge with teachers to support them to create teaching and learning programs that effectively cater for, challenge, and engage a wide range of students.
- Provide teachers with a flexible and effective repertoire of teaching strategies to suit the physical, social, and intellectual development and characteristics of their students
- Coordinate writing and completion of Individual Learning Plans in consultation with teachers, parents, students, and Wellbeing team
- Administer, lead, and advise the school regarding assessment and tracking (ability, achievement, disability, literacy and numeracy)
- Track the impact of intervention and extension programs and identifies assessment tools and processes that teachers can use to effectively monitor student progress, including formal and informal data, formative, and summative assessments
- Facilitate provision of quality feedback and reporting for students with diverse learning needs
- Advise parents and staff of special circumstances including whole grade acceleration and changed conditions for assessment

- Liaise with all outside specialised services, medical and allied health therapists for all students with additional needs
- Advise the Principal and Registrar regarding potential enrolments and programs for students with disabilities and high academic potential
- Complete applications for grant monies that relate to Learning Enrichment
- Working with Administration, manage the timetable and appointment of supervision for assessments to cater for students awarded Disability Provisions
- Co-ordinate NCCD procedures

Support the Learning Enrichment team:

- Supervise team of K-12 Learning Enrichment staff
- Oversee the completion and advice to parents and staff of special circumstances e.g., acceleration, changed conditions for assessment
- Ensure departmental routines and procedures are established, documented, and adhered to.
- Support the preparation of the Learning Enrichment budget.
- Establish and maintain departmental resources, including an annual stocktake
- Participate in an annual departmental review, and support the production of a written report to the Assistant Principal - Learning/Head of Primary
- Develop and implement relevant policies in collaboration with the Assistant Principal/Head of Primary, including Diverse Learning Policy, Gifted and Talented Policy

Support the Principal in developing a community that values the individual, and that promotes authentic professional relationships and compassion for others, so that each student will flourish:

- Foster high quality relationships with staff and students and ensures that each student is treated as a whole person with individual needs
- Work one-on-one or in small groups with students needing assistance
- Facilitate students' confidence to learn and staff confidence to work with individuals
- Respectfully liaise with parents to support student learning outcome.
- Foster positive, safe, and well-managed learning environments

Support the Principal in developing and maintaining the professional culture, a safe work environment and uphold the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism
- Support colleagues by sharing resources and expertise, working with and support the wider school team
- Commit to personal and professional growth with preparedness to undertake professional learning (as per School priorities)
- Assist in monitoring a safe and secure school environment for self, staff and students
- Attend staff meetings to liaise with relevant teams
- Contribute to the development of policy, procedures and processes and provide recommendations for improvement, to the relevant school Executive

Role interactions:

- Assistant Principal - Learning
- Heads of School
- Learning Enrichment Team
- Wellbeing team
- Teaching team
- Year Advisers
- Mentors
- Parents and students

Requirements –

Knowledge, skills, abilities, and experience

- degree qualified Special/Inclusive Education with contemporary knowledge of developments and legislation
- solid experience in assessing and catering for students with diverse needs to maximise their learning outcomes
- a repertoire and desire to share teaching strategies to suit the physical, social and intellectual development of a range of students across K - 12
- experience leading a team
- ability to train and equip classroom teachers with effective approaches to incorporating enrichment and support into their teaching
- experience in co-ordinating and creating Individual Plans, implementing flexible curriculum and assessment
- evidence of effective and collaborative teaching practice
- proven ability to develop strong rapport with students, teachers, and parents
- administrative skills to fulfil mandatory reporting requirements and complete grant and other relevant applications
- organisational skills

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.