



## MANDURAH CATHOLIC COLLEGE

Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2017. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

### **DIRECTOR OF LEARNING SUPPORT K-12**

**Full-time, ongoing, 1.0 FTE  
Commencing 1<sup>st</sup> January, 2018**

This person will be experienced in leading an Educational support team in an educational setting. They will be well organised and experienced in supporting students with diverse needs from K-12. The successful applicant will be a committed member of our College.

**All applications are required to have a Statement of Service, Working with Children check and TRBWA registration. Successful applicants will be experienced, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at, [www.mcc.wa.edu.au](http://www.mcc.wa.edu.au) or by contacting the College on 9531 9507.**

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer  
Mandurah Catholic College  
PO Box 615  
MANDURAH WA 6210

Fax: 9535 8558

E-mail: [MCCHumanResources.mcc@cathednet.wa.edu.au](mailto:MCCHumanResources.mcc@cathednet.wa.edu.au)

**Applications close Monday, 18 September 2017**



*“Our College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each person”.*

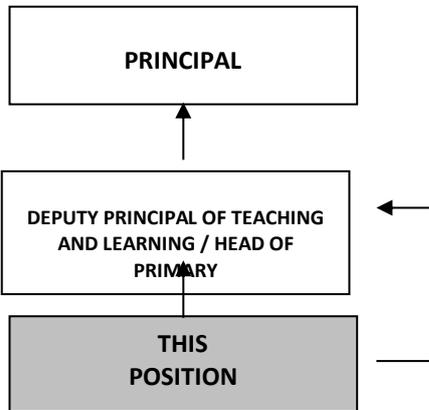
## ROLE DESCRIPTION

### 1. POSITION IDENTIFICATION

SECTION :	Whole College
POSITION :	<b>Director of Learning Support K-12</b>

### 2. POSITION RELATIONSHIPS

Responsible to:



<p>Key Working Relationships:</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• College Executive</li> <li>• Director of Learning Technologies</li> <li>• Subject Teachers</li> <li>• Heads of Learning Areas</li> <li>• Special Needs Coordinator (10-12)</li> <li>• Coordinator of Students with Disabilities (Primary)</li> </ul>
--

### 3. PURPOSE OF THE POSITION:

At Mandurah Catholic College our Learning Support Team provide leadership to our classroom teachers (K-12) in a coordinated approach to enable teachers to provide differentiated learning and programs within their classrooms that meet the needs of students with disabilities and learning difficulties. The Director of Learning Support will be an educationally agile leader and facilitator, modelling contemporary and innovative learning practice by supporting teachers and building their capacity in this area. This position reports to the Deputy of Teaching and Learning and Head Of Primary and oversees the work of the Students with Disabilities Coordinators in K-6, 7-9 and 10-12.

The Director of Learning Support assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that the position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

### 4. CORE RESPONSIBILITIES:

- To collaborate with staff in the process of constructing timetables of in-class support that reflect shared understanding of support needs and priorities.
- To conduct regular Learning Support meetings to share information, facilitate

- administrative duties and compile or refine policies and processes.
- To be involved in the induction of new staff in conjunction with the Deputy of Staff and Formation.
- To provide both strong leadership and a supportive environment for staff while ensuring an active supervisory role.
- To identify and act upon professional development needs of staff.
- To lead staff Professional Development in conjunction with the Deputy of Staff and Formation and Head of Primary.
- To oversee, facilitate and monitor Learning Support staff with completion of documentation and accountability and processes including the compilation of student profiles, IEPs, CAPs and communication with parents.
- To oversee and/or follow through on referrals made by teachers and parents.
- To oversee the follow through of processes and policies by the three Special Needs Coordinators- K-6, 7-9 and 10-12.
- Oversee and/or develop timetables for Teacher Assistants in consultation with the Deputy Principal of Teaching and Learning, Head of Primary and Special Needs Co-ordinator.
- Liaise with teaching and support staff in the implementation of CAPs and curriculum differentiation for non-funded Students with Learning Difficulties.
- Ensure assistance is provided to the Head of Year and Head of Primary in supporting students identified for small group arrangements in tests and examinations.
- With the assistance of the Deputy Principal of Teaching and Learning liaise and oversee the learning issues transaction of incoming Year 7 students eg. school visits.
- Responsible for seeking external funding opportunities (e.g. Literacy, Indigenous, Students at RISK).
- Coordinate the NCCD register.
- Work collaboratively with external agencies to meet the needs of students with disabilities and learning difficulties.
- Complete any other task at the direction of the College Principal.

#### **5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:**

- Be an outstanding educator with a vision for achieving better outcomes for students.
- Clearly exhibit leadership characteristics including competence, intrinsic motivation, vision, integrity and diligence.
- Model and maintain the Catholic ethos and traditions of the College.
- Have highly developed organisational and interpersonal skills.
- Possess the ability to be a proactive and collaborative member of a team.
- Be prepared to participate in Co-curricular activities ( Teaching).
- Model and maintain the Catholic ethos and traditions of the College.
- A warm, welcoming and friendly disposition.
- Maintain a high standard of confidentiality in all matters.
- A demonstrated capacity to lead in at least one of the two Key Responsibility focus areas of Academic Care and Academic Extension & Enhancement.
- Relevant teaching qualification and/or experience.