



Position Description – Head of Inclusive Learning

OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

POSITION PURPOSE AND SCOPE

The Head of Inclusive Learning (HOIL) at St James supports the mission and ministry of the College as he/she competently teaches and pastorally cares for students within the College.

The Head of Inclusive Learning is an essential member of the College Curriculum Team. The role of HOIL is able to provide direct and indirect support for all students, particularly, those with a disability and for staff who are teaching students with a disability.

Mission Focus

The Head of Inclusive Learning will promote the mission of the College by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St James Lutheran College
- Working closely with, and being guided by the Principal in spiritual matters
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships
- Promoting educational excellence in all aspects of school life (curricular and co-curricular)
- Personally modeling the attributes of the lifelong learner
- Maintaining harmonious relationships and resolving conflict through following the College's Restorative Practices
- Fostering the development of a learning community through collaborative and servant leadership
- Assisting the Principal in setting the tone of the College: one which is orderly, industrious, respectful and harmonious
- Exercising effective management and administration to facilitate the education process
- Investigate areas of concern, problem-solve and in collaboration with the Principal initiate policies and action to enhance the educational and spiritual mission of the College.

The HOIL reports directly to the Principal through the Head of Primary School (HOPS) and the Head of Secondary School (HOSS).

QUALIFICATIONS

- Teacher Registration in Queensland
- Graduate and/or Post-Graduate qualifications relevant to the position or higher



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POSITION DESCRIPTION

The Head of Inclusive Learning will support the mission, vision and values of the school and have a clear commitment and understanding of the ethos that underpins a Lutheran school.

KEY SELECTION CRITERIA

The skills and knowledge required to perform the duties of the position are as follows:

- Experienced classroom practitioner with a passion for students and learning
- High levels of communication and emotional intelligence
- Knowledge and experience of Nationally Consistent Collection of Data procedures, implementation and moderation of data
- Proven ability to work with a range of para professionals, teachers and support staff
- Knowledge of and experience with the process of verification
- Working knowledge of Student Individual Support Plans.

INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mr. Luke Schoff, Principal - ea@stjameslc.qld.edu.au

PERSONAL ATTRIBUTES

- A passion for student centred teaching and learning
- A disposition for and willingness to understand and lead change
- Excellent attention to detail, organization and management skills
- Discretion, confidentiality, honesty and integrity in his/her relationships
- A passion for technology to be integrated seamlessly into teaching and learning
- A desire to develop his/her skills through professional learning
- A desire to be involved in supporting the professional development of staff through coaching and mentoring

VISION

- To collaborate with teachers in the development and articulation of inclusion within the College.
- Support the staff and college community in promoting and upholding the religious, social and educational values of the college



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SUPPORT FOR STUDENTS

- To identify and assess students with learning needs and refer students for further assessment where necessary
- To coordinate Individual Support Plans for students with Independent Schools Queensland (ISQ) funding
- To coordinate and collate verification documentation for funding where applicable
- To develop, in consultation with Heads of School, transition programs for students returning to school after prolonged absence or illness
- To implement transition programs for students at key transition points and year level changes when and where necessary
- To collaborate with community services personnel and student's families, where appropriate to support students' transition programs
- HOIL works with students giving extra support to complete Queensland Certificate of Individual Achievement (QCIA) components

TEACHER SUPPORT

- Assist with the development of relevant school guidelines, support structures and initiatives to facilitate the inclusion of students with additional needs.
- To ensure that staff are aware of the implications of students' Individual Support Plans.
- To collaborate with teachers to make accommodations, adjustments and / or modify classroom programs in order to meet learning needs of students
- To provide resources and information for teachers with learning needs in their classrooms
- Encourage collaborative consultation with relevant staff to ensure the implementation of appropriate curriculum differentiation, as required.
- Provide assistance to teachers in devising, locating and adjusting curriculum, differentiated resources and assessments
- Liaise with Heads of School with regard to the placement of students in appropriate classes.
- Advise Teachers of how to use support staff effectively
- Oversee support provided by Learning Assistants to students within the classroom.

COMMUNICATION

- Liaise all levels of the College and give appropriate advice on all matters related to Disability Discrimination Act and Disability Standards In Education and with students with a disability.
- Advise the Principal and other staff about non-discriminatory procedures and practices in relation to enrolments and exclusion of students with disabilities.
- Assist the HOPS and HOSS regarding the pastoral care and the management of students with additional needs and their families.
- Assist the HOPS and HOSS in appropriate class placements, timetables, reporting and curriculum differentiation
- Work with whole staff to promote whole school awareness of disability issues.
- Collaborate with parents in consultation with teachers for, Learning Support requests, Individual Support Plan (ISP) meetings, assessment needs.
- Provide timely feedback to parents, teachers, and support staff and para professionals.



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ADMINISTRATION AND ACCOUNTABILITY

- To apply and coordinate services for students with a disability
- To prepare and submit QCIA documentation for Students in Years 11 and 12
- To prepare and submit funding applications for identified students
- To maintain and keep accurate records for students within the relevant privacy and confidentiality requirements
- To coordinate all Nationally Consistent Collection of Data (NCCD) data collection, moderation and submission of data
- To coordinate Students with Disabilities Lutheran Education Queensland (LEQ) census data when necessary
- To coordinate National Assessment Program – Literacy and Numeracy (NAPLAN) special provisions paperwork for students with disabilities.
- Maintain NCCD Data base
- Maintain and update the appropriate Learning Central data base on the appropriate shared network
- Liaise with Psychologists, Counsellors and other relevant professionals in regards to testing to ascertain / determine a student's ability as well as liaising about issues related to well-being
- To maintain and oversee department budget for resources and professional development.

PROFESSIONAL DEVELOPMENT

- To foster own professional development by attending relevant conferences and ISQ Information sessions, including education updates in regards to Students with Disabilities.

OTHER DUTIES

- Stand in for the HOPS / HOSS as required.
- Other duties as agreed upon in collaboration with the Principal.

OTHER REQUIREMENTS

- Convey to the public a positive image of the College
- Abide by all College policies, protocols and Code of Conduct, including Child Protection and Privacy Policy
- Ensure that the College is not used to promote the teacher's own particular denominational or religious belief, behaviour or practice where these are not the practicing ethos of the College
- Participate in staff training and development activities to assist in the achievement of individual/work goals.

WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

CONDITIONS

During the term of this Agreement, the Head of Inclusive Learning remuneration shall be appropriate to the successful applicant's experience and qualifications including an appropriate leadership allowance as guided by the [Queensland Lutheran Schools Single Enterprise Agreement 2020](#).



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EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
 - a. that they are disclosing that information to the School;
 - b. the reason they are disclosing that information;
 - c. that they can access that information if they wish;
 - d. that the School does not disclose the information to third parties; and
 - e. that the school may store the information for eight (8) weeks