



## POSITION DETAILS

Position Title:	<b>HEAD OF LEARNING ENRICHMENT – YEARS K TO 6</b>
Award:	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement
Department:	Learning Enrichment, Junior School – Years K-6
Work arrangement:	Full time/permanent
Date Established:	August 2024
Date Updated:	October 2024
Reports to:	Head of Junior School
Direct Reports:	Years K to 6 Learning Enrichment Teachers within the Department, Years K to 6 Learning Enrichment Teachers’ Aides
Position Holder:	<b>Vacant</b>

## KEY OBJECTIVE(S)

- Lead, manage and develop an effective team within the Department that works cohesively with the Junior School
- Oversee the development and implementation of efficient Departmental processes and teaching practices within the team
- Manage the support for identified K-6 students to access the curriculum in accordance with the requirements of the school and the NSW Education Standards Authority (NESA)
- Oversee and maintain effective and compliant procedures and supports in alignment with NCCD data collection requirements
- Compliance with all child protection requirements

## CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

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## CONFIDENTIALITY

This position will come across confidential information. Therefore, a confidentiality agreement is required as per the contract of employment.

## COMMUNICATION

Internal	Headmaster, Executive, Teaching and Support & Operational staff (including direct reports) and students
External	Parents and Guardians, AIS, professional organisation(s), other schools and community organisations, third party providers, suppliers, visitors, visiting students



## KEY ACCOUNTABILITIES

### **Leadership and Development of Staff**

- Support the mission, aims and objectives of the School
- Participate in the recruitment and selection of new staff for the Department
- Induct/Orientate new staff, ensuring an appropriate induction program is in place for a smooth transition
- Coordinate effectively with Year Coordinators, Directors, and Heads of Junior School through both scheduled and in-situ meetings to ensure alignment and collaboration across the Junior School
- Mentor/coach staff dependent on their development needs
- Ensure team members receive feedback to affirm their work and to construct ensure the alignment with the School's standards
- Conduct appraisal of staff in accordance with CCGS policies. Develop and recommend appropriate programs to assist with career development/advancement
- Ensure staff are adequately prepared to meet the aims, objectives and outcomes of the subjects and year levels they are teaching
- Work collaboratively with the Learning Enrichment team, classroom teachers and the Junior School Executive ·
- A teaching load to effectively deliver outcomes identified in Individual Plans, and teaching within possible small group Tier 1, Tier 2 and Tier 3 Response to Interventions ·
- Support the assignment of Learning Enrichment Teacher Aide's to students and teaching staff as needed ·
- An understanding of and ability to differentiate curriculum ·
- Ability to support teachers to implement IPs, and provide adjustments to both teaching and assessments to meet individual needs
- Visit classrooms and instructional groups by prior arrangement, for teaching, observing, disseminating information or discussing issues when appropriate
- Resolve disputes/conflict between staff using appropriate resolution/mediation skills
- Adhere to and ensure all staff within area of supervision are aware of and conform to WGE, WH&S and other legislative requirements and School policies.

### **Academic/Curriculum**

- Encourage the pursuit of excellence in teaching and learning
- Lead and facilitate data-driven meetings, including the analysis of intervention data, PAT, NAPLAN, or other relevant sources, to guide improvement strategies and inform action plans within the Junior School or based on external professional assessments
- Promote a collaborative approach with Year Groups and other Departments
- Develop a culture within the Department of evaluation, benchmarking and striving for continuous improvement
- Support the handover process related to identified and supported students who move from K-6 to 7-12 Learning Enrichment
- Implement syllabus requirements of the NESA (where applicable) within the framework of the aims and objectives of CCGS
- Compile and maintain assessment records as required by NESA.



## **Management/Administration**

- Lead Department meetings and ensure all staff within attend and are informed of meetings; and represent Department views with staff, parents and students
- Distribute information to staff concerning student details where appropriate to their teaching, and the discussions/outcomes from leadership meetings
- Liaise with Allied Health Providers
- Collaborate with HOJS, DHOJS, DOWB and School Psychologists for new and existing students
- Prepare and organise the Department's needs in relation to resources, assessments, reporting actions, budget requirements, timetable requirements and due dates
- Liaise with Junior School classroom teachers and specialist teachers when needed
- Ensure safe procedures are incorporated into the operations of the Department in accordance with proper Work, Health and Safety principles

## **Professional Development**

- Maintain regular contact and association with Professional Teacher organisations
- Ideate and assist with the organisation of in-service training to support Junior School staff's professional development related to Learning Enrichment
- Focus development within the Department on evidence-based practices and ensuring programs are delivered with fidelity to their design and intended outcomes
- Foster the development of staff by supporting and promoting ongoing professional development, including, internal and external professional learning opportunities, further academic study and a variety of teaching experiences
- Where appropriate, delegate reasonable responsibilities to provide an opportunity for staff to grow

## **Wellbeing of Students**

- Provide leadership in implementing structures and supports that address the social, emotional, and behavioural needs of students, with a particular focus on those requiring individualised intervention
- Support Department staff in their care and management of student behaviour, ensuring consistent application of behaviour management, fostering a positive learning environment for all students
- Other tasks as required

## **WORK HEALTH AND SAFETY**

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturer's instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.



## SPECIAL CONDITIONS

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours

## PERSON SPECIFICATION

### EDUCATION/PROFESSIONAL MEMBERSHIPS

- Tertiary qualifications in Teaching is essential
- NSW Education Standards Authority (NESA) Accreditation

### EXPERIENCE

- Previous teaching experience
- Experience in leadership and management of staff

### ABILITY

- Exhibits high standards in teaching practices
- Prepared to address difficult conversations as needed
- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Computer skills

### SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team.

Signed:

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Head of Learning Enrichment K-6

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Date

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Rita Boys-Smith – Head of Junior School

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Date

***Please return signed document to Human Resources***