



Role Description

Job Title:	Head of Student Support
Job Type:	Full-Time
Salary Classification:	NT Christian Schools AO 7.1 (10 wks AL) or CT1–CT9 scale
2018 Annual Salary:	\$93,102 Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Principal
Date:	January 2018

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith *What We Believe*. They should act in the work place and in other areas of life in ways that are consistent with those beliefs. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to following Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations

The organisation's vision is to be a *Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, effective and efficient, working as a team, attending to detail and contributing to pleasant and positive working relationships.

Position Overview

Using strong decision-making, public relations, interpersonal, and communication skills, the Head of Student Support is responsible for collaborating with staff members and teachers from various departments to plan short or long-term support for children with special needs. The Head of Student Support often faces different

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conundrums on a daily basis that make no two days the same. The Head of Student Support will be involved in a range of activities including coordinating curricular resources, developing budget proposals, evaluating education support programs, implementing state national curriculum guidelines, hiring new staff members, enhancing productivity of existing personnel, presenting information in staff meetings, training staff and developing individualized education and inclusion programs (IEPs).

Parameters to this Position

The Head of Student Support is responsible to the Principal for development and use of infrastructure including: physical facilities, technical systems and data storage; assistance in the management of students with special education support needs; and advising the Principal on matters of deployment of human resources, assigned to them, within the College.

Primary Role and Key Areas of Responsibility

Assisting Students with Special Needs

- Ensure all students with education support needs are catered for within reasonable resources available to the College
- Strategically analyse needs across school, assess priorities for Education Support and develop plans of action in conjunction with the College Executive team
- Liaise with the Special Education staff in the Department of Education, NT Christian Schools and other stakeholders regarding students' needs and work training.
- Maintain open lines of communication with all stakeholders to ensure educational priorities for students are communicated and met.

Leadership and Staff Supervision

- Articulate and promote the vision for Student Support across the College and lead the Student Support Team, which consists of Support Teachers, Teacher Aids and specialist staff
- Develop and implement policy and process to support work done by Student Support team
- Facilitate and in some cases, chair, Education Adjustment Plan meetings and other relevant meetings with teachers, parents, students and support staff;
- Facilitate discussion meetings with executive staff, teachers and support staff as appropriate;
- Supervise Student Support Staff and give guidance when and where needed;
- Act as the Marrara Christian College Training Support Officer for Transition from School Programs and supervise any allocated MCC staff associated with these programs.
- Supervise Teacher Aides deployment

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Assisting other Staff

- Collaborate and liaise with the Enrolment Officers, parents and other stakeholders to meet the specific needs of new enrolments.
- Advise the Principal and Heads of School, of the College's ability to cater for students with special needs, taking into account all needs of each student;
- Assist teachers in the modification of class work and assignments to meet the specific needs of the student.
- Compile the results of screening of students and present appropriate reports
- Identify students 'at risk' using a variety of tools including NAPLAN and school screening results and following this up with teachers, staff and other stakeholders where appropriate;
- Be available to staff to discuss any concerns (these could include academic, social and emotional concerns or behavioural challenges);
- Consistently ensure that all teachers are aware of the students with education support needs in their classes.
- Offer strategies that may assist in a smooth transition from previous school or class.

Testing

- Facilitate standardised screening of students and reporting of collected data.
- Coordinate and liaise with parents and teachers regarding diagnostic testing for students.

Administration and Staffing

- Be aware of funding opportunities available and make application as opportunity arises to support students at the College.
- Ensure all funding and reporting obligations are met
- Coordinate the collection and submission of data for funding of students with a disability from the Commonwealth and Territory Governments.
- Coordinate the collection and submission of relevant information and data as needed, including the Nationally Consistent Collection of Data.
- Follow the acquittal process for all funding received for students with special needs.
- Administer Teacher Aide Timesheets, leave forms and pay summary.

Sourcing Other Assistance

- Request assistance from Allied Health Professionals and other outside organisations as necessary e.g. Autism NT, Project Employment.
- Liaise with the Association of Independent Schools, Berrimah Systems Office and colleagues from other schools regarding mutually beneficial projects, research or practice.

Any other duties as directed by the Principal

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