



KINROSS WOLAROI
— SCHOOL —

Co-ordinator of Learning Support (K-12)

Candidate Information Pack

Closing Date: 10 August 2021

July 2021



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Support for the culture and ethos of an Independent Uniting Church School is an essential prerequisite.

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.



POSITION OBJECTIVES & RESPONSIBILITIES

The Co-ordinator of Learning Support is a teacher-trained educator who is passionate about meeting the learning and socio-emotional needs of students. This person co-ordinates the Learning Support functions in the Student Academic Services Faculty (SAS) across our K-12 education offering and as such must have completed training in the field of special education to a level of a Masters or equivalent. This person must have experience in identifying, developing and implementing appropriate and relevant interventions/adjustments and classroom strategies to meet the learning needs of students.

The Co-ordinator of Learning Support is responsible for the day-to-day organisation and support of Learning Support Teachers, teacher's aides, relevant staff and the students with learning needs themselves. The primary role of the Co-ordinator of Learning Support is to ensure that students with learning needs are identified, settled, academically engaged and enjoy their schooling experience. In essence, they endeavour to nurture and support students to achieve their educational goals.

The Co-ordinator of Learning Support is responsible for updating staff with relevant information about students with learning needs, keeps up-to-date with AIS/NESA requirements and fosters good relationships with community health services and parents and families.

The Co-ordinator of Learning Support provides guidance to staff in meeting the needs of students with a disability and/or additional learning need. As such, they must possess a thorough knowledge of relevant legislation relevant to the education of students with a disability. As the faculty leader, the Co-ordinator of Learning Support will need to be work collaboratively with many key staff throughout K-12 on a range of academic, pastoral, behavioural and psychological matters.



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Co-ordinator of Learning Support	<ul style="list-style-type: none">• Knows, and understands key issues affecting students with a disability and/or additional learning needs including the respect of privacy and socio-emotional needs such as self-esteem and the like• Knows and understands the role of parents, carers and other key health professionals in supporting students• Is familiar with current and evidence-based academic and socio-emotional interventions/adjustments and strategies to support students with a disability and/or additional learning needs• Is familiar in dealing with a range of disabilities and/or additional learning needs such as intellectual disability, physical disability, behavioural disturbances, those on Autism Spectrum Disorder, ADD/ADHD, poor literacy/numeracy skills, poor health and low self esteem• Provides support to teachers with curriculum, assessment, and resourcing advice• Is familiar conducting action-research, data analysis and literacy intervention programmes such as Multilit (Macqlit) or equivalent• Contributes to SAS by staying informed of developments in educational research and contributing to strategic goals and professional dialogue• Working collaboratively and utilising a student-centred approach, facilitates the development and implementation of Individual Programs (IPs)• Is familiar with the needs of gifted and talented students, Indigenous students and Boarders and contributes to the development and implementation of effective academic and socio-emotional programs• Prepares and maintains appropriate student records for a range of purposes including staff information, mandatory documentation for students with a disability, NESA Disability Provisions applications, government census (eg SWD, NCCD) and NAPLAN disability applications• Budget allocation for the Learning Support team• Manage, allocate and source resources as required• Organise special provision applications with NESA and the Appeals process when necessary



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Teaching	<ul style="list-style-type: none"> Undertake a teaching load including up to 0.8 teaching load (where a full time teaching load is 45 periods out of 60 periods per cycle) and additional employment fraction to be dedicated to Learning Support and administration. Facilitate effective learning opportunities for students of the Learning Support program. Assess students on their understanding of the content and skills which are specified in the NSW curriculum. Work collaboratively within the Student Academic Support Faculty; including resourcing, programming and assessment development
Student support	<ul style="list-style-type: none"> Is able to identify students with additional learning needs by analysing and conducting relevant tests and interviews Regularly visits classrooms to assist individual targeted students and/or willingness to work in a team teaching capacity Develops programs/workshops to promote effective teaching, learning and study skills Teaching students under the care of the SAS team according to programs and IEP's Identification and monitoring of students with learning difficulties; working with the Educational psychologist regarding cognitive testing Ongoing monitoring of progress (academic, social etc) of students
Administration	<ul style="list-style-type: none"> Assist in the administrative functions of the Department, including updating the School database, tracking student data, creating student files and the like Assist in the administration of Disability Provisions during Examination periods as a Reader/Writer
Co-curricular	<ul style="list-style-type: none"> Undertake an average of 5.5 hours per week to contribute to the co-curricular program.
Supervision	<ul style="list-style-type: none"> Supervise large groups of students as required
Other duties	<ul style="list-style-type: none"> Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Head of Teaching and Learning and Deputy Principal.



Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Deputy Principal. For day-to-day operational matters the position will be *responsive* to the directions of the Head of Teaching and Learning (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attired.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Personal Qualities

- Willingness to support the Mission and Values of KWS.
- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- Demonstrated strong customer relations skills, user focus and genuine desire to assist.
- Ability to remain calm under pressure.
- Demonstrate a high degree of discretion, initiative, and personal organisation.

Essential Professional Criteria

- Appropriate professional educational qualifications and tertiary qualifications and a commitment to ongoing professional learning
- High levels of classroom competence
- High-level literacy skills
- Excellent level of communication and interpersonal skills
- Enthusiastic approach to innovative teaching and learning



Essential Professional Criteria (continued)

- A high standard of organisational and time management skills
- Ability to work in a dynamic team environment and proven ability to relate to staff, students and parents
- Willingness to be involved in our diverse co-curricular program
- Experience in developing and implementing IP's or their equivalent
- Knowledge and experience in a wide range of academic interventions
- Experience in curriculum differentiation, program/assessment modification
- A familiarity with the NSW Syllabus for the Australian Curriculum

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

The terms of employment are governed by the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The role of Learning Support Coordinator will include a year-round load release from Teaching duties for a successful qualified teaching candidate.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 02 6392 0484 or mkthomas@kws.nsw.edu.au.

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Your cover letter and CV can be submitted to mkthomas@kws.nsw.edu.au or addressed to

Ms Madeleine Thomas
Human Resources Advisor
Kinross Wolaroi School
Locked Bag 4
ORANGE NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.

The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
- The initial shortlisting process will be completed within two weeks of the closing date.
- First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within two weeks of the closing date.
- Referee checking of the preferred candidates happens in the week following the round of interviews. Referees will not be contacted without prior permission.