

Position Profile

Title of Position: Head of Learning Enrichment Foundation and Junior College

Type of Appointment: Full Time

1. Conditions

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the Harvard Teaching for Understanding framework.

When combined with unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten-Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are as per the Teachers (Non-Government Schools) Award in conjunction with the current Lutheran Schools Enterprise Agreement.

2. Role Description

The College has a well-developed and highly regarded Learning Enrichment Department that supports the learning of students who benefit from both extension and remediation. The Head of Learning Enrichment P-5 supports the Head of Teaching and Learning K-5 and Head of Teaching and Learning Years 3-5 in ensuring that high quality teaching and learning occurs across Prep-Year 5, particularly in regard to ensuring the provision of quality learning experiences for students with diverse needs. The Head of Learning Enrichment P-5 is directly answerable to the Head of Learning Enrichment P- 12 and the Head of Teaching and Learning K-5.

The Head of Learning Enrichment P-5 is responsible for the following:

2.1 Strengthening Lutheran Identity

As a leader within a Christian school, the Head of Learning Enrichment P-5 is expected to:

- 2.1.1 Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff devotions and retreats.
- 2.1.2 Support the Lutheran ethos of the College.

2.2 Enhancing Excellence in Teaching and Learning

As a leader of academic and social emotional learning for students with diverse needs, the Head of Learning Enrichment P-5 is expected to work with the Heads of Teaching and Learning K-5, Pastoral Team Leaders, College Counsellor and classroom teachers to:

- 2.2.1 Place student learning at the centre of planning to ensure that there is a diverse and flexible curriculum that is underpinned by national and state curriculum directives and supported by creative, responsive approaches to teaching and learning together with an effective learning environment that aims to optimise student learning for the full range of learners including gifted and talented learners.
- 2.2.2 Support the growth of a culture of thinking that places high value on academic learning.
- 2.2.3 Support staff to plan and implement teaching and learning programs using contemporary knowledge and understanding of curriculum, assessment and reporting requirements particularly as they apply to diverse learners. This includes the oversight of the completion, monitoring and implementation of IEPs and PSPs in consultation with the parents, students, the Head of Teaching and Learning K-5 and the Pastoral Team Leaders.
- 2.2.4 Oversee the completion and advice to parents and staff of special circumstances including repeating of a year level, subject and whole grade acceleration, and changed conditions for assessment.
- 2.2.5 Support the pedagogical development of staff and assist them to select from a flexible and effective repertoire of teaching strategies to suit the physical, social and intellectual development and characteristics of students.
- 2.2.6 Support staff to develop and apply a comprehensive range of assessment strategies to diagnose learning needs, comply with curriculum requirements and align with College expectations.
- 2.2.7 Use, and support teachers to use, formal and informal data to monitor and plan for effective teaching and learning of diverse learners. This includes the oversight and administration of standardised tests and the use of external data such as NAPLAN. Undertake longitudinal tracking of the impact of intervention and extension programs.
- 2.2.8 Enhance the capacity of staff to use formative and summative assessment in the personalisation of learning.
- 2.2.9 Support staff to implement effective teaching strategies to improve students' literacy and numeracy achievement.
- 2.2.10 Enhance student ownership of learning, ensuring that there is student voice in the direction, review and enhancement of learning outcomes.
- 2.2.11 Assist staff to create, select and use a wide range of resources, including ICT, to engage students in their learning.
- 2.2.12 Foster an encouraging and challenging learning environment that focuses on the development of the whole person across the College's Four Pillars of Learning.
- 2.2.13 As a classroom teacher model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes.
- 2.2.14 Collaborate with colleagues across departments to create learning opportunities that allow students to engage in authentic experiences where connections between subjects are made.

2.3 Engage In Ongoing Improvement and Innovation

As a member of the academic learning leadership team in the College, the Head of Learning Enrichment P-5 is expected to:

- 2.3.1 Engage in ongoing learning and development and model engagement in ongoing growth in the academic, spiritual and wellbeing dimensions in line with the College's goals and priorities. Engage with current research associated with effective teaching and learning particularly as it pertains to students with diverse needs, including giftedness and disability.

- 2.3.2 Enhance an effective culture of professional learning in the area of teaching and learning that is in alignment with the College's teaching and learning framework and goals. This would include the provision of professional development and coaching of teachers and Learning Enrichment aides to better cater for students with diverse needs through differentiation.
- 2.3.3 Support the Head of Learning Enrichment P-12 in ensuring the vision and strategic plan for teaching and learning within the Learning Enrichment Department has a focus on the improvement of student learning outcomes and that its goals and intentions are aligned with whole school goals. Model and facilitate reflection and action to improve outcomes.
- 2.3.4 Initiate and engage in professional discussions with colleagues in a range of forums to evaluate and enhance professional knowledge and practice, and improve educational outcomes for students.
- 2.3.5 Liaise with outside agencies for student enrichment purposes.

2.4 Community Building

As a leader of staff and community connection the Head of Learning Enrichment P-5 is expected to:

- 2.4.1 Develop and maintain positive partnerships and collaboration with Lutheran Education Queensland, QCAA, Independent Schools Queensland, Queensland Gifted and Talented Children Association, students, parents, carers and the wider community. This would include links and partnerships with other learning agencies, universities and professional education networks.
- 2.4.2 Promote and value the Learning Enrichment Department and College as a rich and effective learning community within the College and in the broader community, including the promotion of academic opportunities through a variety of enrichment experiences.
- 2.4.3 Professionally enhance, encourage and support the Teaching and Learning leadership team, staff, students and parents to enhance student learning outcomes and wellbeing.
- 2.4.4 Demonstrate responsiveness in all communications with parents/carers about their children's learning needs.
- 2.4.5 Actively promote and support the broad range of co-curricular offerings of the College.

2.5 Leading Effective Organisation and Management

As a leader of the Learning Enrichment Department, the Head of Learning Enrichment P-5 is expected to:

- 2.5.1 Model effective leadership and be committed to their own ongoing professional development.
- 2.5.2 Have an awareness of personal health and wellbeing for themselves and their team.
- 2.5.3 Model and share with colleagues a flexible repertoire of strategies for classroom management to ensure all students are engaged in purposeful learning activities.
- 2.5.4 Provide leadership of teaching staff across Prep to Year 5 with particular responsibility for compliance with disability legislation and implementation of the Disability Standards for Education 2005. Lead the implementation of the NCCD process for P-5 students.
- 2.5.5 Monitor academic progress of individual students with diverse needs, classes and cohorts.
- 2.5.6 Fulfil role responsibilities so that the Educational Adjustment Program (EAP) process for each student is completed in line with Department of Education and Training policy and procedures. Provide leadership, advice and support to teaching staff in the implementation of EAP processes.
- 2.5.7 Complete applications for grant monies as they pertain to Learning Enrichment, Literacy and Numeracy in consultation with the Head of Learning Enrichment P-12 and the Head of Teaching and Learning K-5. Ensure and report to the accountability measures associated with grant monies.

- 2.5.8 Develop and implement policies in collaboration with the Head of Learning Enrichment P-12 and the Head of Teaching and Learning K-5 including the Diverse Learner Policy and the Gifted and Talented Policy.
- 2.5.9 Ensure that the department meets all ACARA, QCAA and Lutheran Education requirements and College curriculum policies.
- 2.5.10 Support the Head of Learning Enrichment P-12 in the production and implementation of a Learning Enrichment Department Development Plan that aligns with the teaching and learning goals of the College.
- 2.5.11 Participate in an annual departmental review, and support the production of a written report to the Director of Teaching and Learning.
- 2.5.12 In conjunction with the Head of Learning Enrichment P-12 and Head of Teaching and Learning K-5, lead meetings with learning enrichment aides, providing minutes to the Head Of Learning Enrichment P-12.
- 2.5.13 Support the allocation of Learning Enrichment aide time in consultation with the Head of Teaching Learning K-5.
- 2.5.14 Ensure departmental routines and procedures are established, documented and adhered to.
- 2.5.15 Establish and maintain departmental resources P-5, including an annual stocktake.
- 2.5.16 Support the preparation of a Learning Enrichment budget.
- 2.5.17 Respond to and address parental, staff and student concerns.
- 2.5.18 Ensure that new staff are inducted into the department.

3. WORKPLACE HEALTH AND SAFETY

Specific duties include:

- 3.1 Setting the example for all employees to follow and implement the concepts of workplace health and safety.
- 3.2 Be familiar with legal and College requirements applicable to the health and safety of the employees and/or students for whom they are accountable, and to operate within the terms of these requirements with a particular focus on the work place health and safety requirements of diverse learners.
- 3.3 Discussing the safety aspects of all operations with their employees and ensuring that employees understand that health and safety is important to themselves and to the College.
- 3.4 Ensuring that safety is included in all employees' induction and job training sessions and ensuring that no employee is required to undertake a task without adequate safety instructions and job specific training.
- 3.5 Ensure that managers under their delegation are aware of their workplace health and safety responsibilities and follow procedures that are established for health and safety e.g. excursions procedure.
- 3.6 Investigating all accidents or 'near miss' incidents to determine causes and corrective action needed to prevent a recurrence as they pertain to students with diverse needs.
- 3.7 Responding to all employee safety suggestions and taking appropriate action to correct any sub-standard conditions, or reporting to the Principal items beyond their authority to remedy.
- 3.8 Ensuring that all employees under their control are aware of first aid kit locations, fire protection facilities, evacuation procedures and other emergency procedures and to train or arrange training of others in these skills.
- 3.9 Ensuring the highest possible standard of housekeeping is maintained throughout their area of control.

- 3.10 Ensuring that all statutory obligations in respect of equipment tests and inspections are fully complied with and results recorded.
- 3.11 Apply disciplinary practice when employees or students fail to discharge their health and safety requirements.
- 3.12 Participate in and support safety meetings – shall attend monthly safety committees meeting per year where applicable.

4. Selection Criteria

As a key leader, the successful candidate will need to demonstrate or have the demonstrated capacity to develop the capabilities described below.

- 4.1 Demonstrated skills which reflect the ability to support the Christian ethos of the College.
- 4.2 Demonstrated professional skills in leading learning enrichment across P-5 including the supervision and development of Learning Enrichment aides, and the fostering of learning partnerships with students, parents, staff and members of the wider community. This will include the setting and management of budgets and provision of professional development for teaching and support staff.
- 4.3 Demonstrated skills and knowledge of various processes and implementation strategies (including verification, enrichment & extension programs and curriculum differentiation) pertaining to learning enrichment.
- 4.4 High levels of organisational skills including the ability to oversee the maintenance of appropriate records and complete government accountability processes.
- 4.5 Demonstrated levels of confidence, flexibility, teamwork, organisation, innovation and persistence required to maintain a positive culture of learning enrichment that caters for a wide range of students including gifted and talented students. The passion for ongoing learning will be required.

Knowledge and Qualifications:

Teachers possessing, or eligible for, registration within Queensland are welcome to apply.

Please feel free to contact the Principal in relation to any queries regarding your application.

Applicants should address the selection criteria and forward their application to Dr Bronwyn Dolling, Principal, Pacific Lutheran College, PO Box 992 Caloundra 4551 or via email to admin@pacluth.qld.edu.au by Friday, October 26th.