

JOB DESCRIPTION- Diverse Learning and Wellbeing Coordinator

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| Bethany Christian School | 37 Countess Street, Paralowie, SA 5108 |
| Diverse Learning and Wellbeing Coordinator | 1.0 FTE (flexible 0.6- 1.0FTE) Leadership Position |

Reporting Responsibility

The Diverse Learning and Wellbeing Coordinator (DLWC) is directly responsible to the School Principal.

Position Statement

Bethany Christian school is seeking a dynamic Christian educator to assist in leading our Diverse Learning and Wellbeing team. The Coordinator will focus on leading and supporting the design and implementation of inclusive practices including adjustments, interventions and differentiation. The DLWC will coordinate a team of teachers, Education Support Officers, a Registered Nurse, a Counsellor and Social Worker. The DLWC will work with the wider learning community at Bethany to develop and maintain practices and structures in learning environments and social emotional aspects of school life, enabling students with diverse needs to excel in Christian Education and character, inspiring greatness while serving communities and impacting nations. They are an active member of their Christian Church Community.

General Responsibilities

- To carry out professional duties responsibly
- To adhere to the Bethany Christian School Policies and Procedures
- To promote the Vision and Mission objectives of Bethany Christian School
- To lead a team in providing targeted adjustments, including interventions to enhance student learning and wellbeing
- Take responsibility for the NCCD data collection and maintenance
- Advocate for students
- Support teachers in their provision of quality differentiated teaching practice and adjustments
- Work with Allied Health professionals to assess students, evaluate profiles across learning, social-emotional and physical aspects of development as they relate to education settings and report to parents
- Nurture positive relationships with students, staff and families
- Attend meetings, functions and extra-curricular activities as required
- Participate in and give input to the School's on-going Professional Learning opportunities
- Implement an on-going, personal and professional growth and appraisal program
- Support and encourage colleagues in the professional, Occupational Health and Safety and welfare aspects of the School
- Ensure the school maintains and procures appropriate and current resources supporting best practice in the area of student diversity
- Participate in membership of an appropriate Hub Group to stay connected to the broader education community
- Contribute to and guide data collection and maintenance procedures of practices supporting the inclusion of students with diverse needs
- Maintain professional relationships with consultancy, regulatory and industry related organisations and individuals supporting quality and compliant practice in the area of student diversity and wellbeing

Essential Responsibilities

Management

- Coordinate and manage all matters relevant to the Diverse Learning and Wellbeing
- Communicate with parents on a range of issues for students
- Develop and maintain a high level of communication with School staff and the School community
- Liaise with appropriate key staff over the use of interventions, school resources and facilities
- Assist with the development and implementation of policies and procedures necessary for efficient and effective functioning
- Ensure that Bethany Christian School adheres to the relevant Government policies and procedures, regulations and licenses

Staff

- Develop and maintain a sense of team with high morale
- Recruit staff in consultation with the Principal and/or their delegated authority
- Ensure adequate and reasonable support is provided to staff and students in appropriate contexts, environments and time frames through the allocation of diverse learning staff, resources, rostering and programming
- Rosters Education Support for students including the Multilit interventions
- Supervise and support staff, students and volunteers
- Coordinate Diverse Learning and Wellbeing staff meetings
- Participate in school staff meetings and Professional Learning
- Oversee and support the development of appropriate, evidence-based practices, including interventions, supporting student development, inclusion and wellbeing, through both established processes of review and in response to evidence regarding the needs of individual students as required

Parents

- Develop and maintain positive and effective relationships with parents
- Support classroom teachers in communicating with parents
- Ensures that a Diverse Learning staff member attends feedback meeting with parents following students' assessments
- Encourage and support parents from diverse cultural and social backgrounds to feel welcome in the school community and support their child's development
- Consult with parents as instructed by policy, in gathering information, building relationships and supporting families, regarding their child where requested and appropriate

Administration

- Maintain a budget, apply for grants, keep up to date with appropriate resources
- Take responsibility for the NCCD data collection and maintenance, including development and maintenance of school-wide practices and procedures that contribute to the collection
- Support class teachers in ensuring that Negotiated Education Plans are completed in accordance with the School's expectations and appropriate processes of consultation are completed
- Coordinates with the School Nurse, Counsellor and Social Worker to provide appropriate wellbeing support for families

General

- Support the Occupational Health, Welfare and Safety policies of the School
- Complete additional and reasonable tasks as determined by the Principal or the Delegated Authority

PERSON SPECIFICATION

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
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| Qualifications and Experience | <ul style="list-style-type: none"> Nationally recognised Bachelor's Degree (or Higher degree) in Education Current Teacher's Registration Current First Aid Certificate, Mandatory Reporting Certificate and Working with Children Check Other relevant Degree qualifications that will support the outlined Job Specification | <ul style="list-style-type: none"> Experience as a Teacher in a Primary School diverse learning context Experience in a Leadership position within a school context |
| Knowledge (Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> Understanding of and personal commitment to the Christian values which are fundamental to the School Understanding of the developmental and wellbeing needs of students as these relate to the learning and growth outcomes for students, including those with diverse needs, including disability, planning a rich and inclusive curriculum that supports this development Understanding current, evidence-based theories of child development learning inclusive practices in school environments A sound knowledge of varied typical and non-typical learning, emotional, physical and medical needs of children and the relevant responses and interventions | <ul style="list-style-type: none"> Understanding of school-wide approaches to managing and responding to student diversity as part of a school improvement process Understanding of school-wide processes of staff capacity building in the area of student diversity Experience in a range of strategies in leading a range of people |
| Skills and Abilities | <ul style="list-style-type: none"> To have a sound knowledge of the Australian Curriculum and expertise in planning within that framework, including aspects related to student diversity The ability to develop positive, professional relationships with staff Expertise in identification, formulation of intervention for diverse learning needs Willingness to collaborate effectively with a broad range of staff to enhance student outcomes Exceptional interpersonal skills and the ability to relate to students and parents from a wide range of social and cultural backgrounds Demonstrated commitment to ongoing professional development and professional capability Professionalism and discretion at all times in relation to confidential matters Ability to identify, and where necessary facilitate, appropriate School based or external supports and interventions for students | <ul style="list-style-type: none"> To have a sound knowledge and expertise in the use of information technologies To have a sound knowledge and expertise in maintaining a budget in the School setting To have sound knowledge and expertise in managing staff in a team setting To have expertise in implementing programs that promote parent engagement To have expertise in implementing programs and intervention that support students with EALD, diverse learning needs and/or socially and culturally diverse backgrounds |