Duty Statement

Head of Learning Support

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

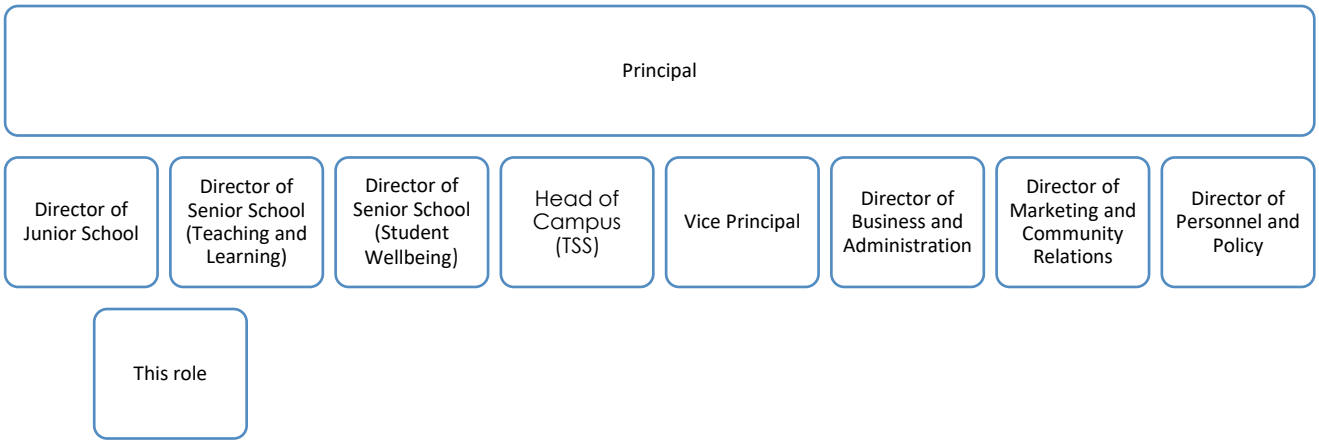
POSITION PURPOSE

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalisable education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

The Head of Learning Support (HLS) is responsible to the Principal, through the Director of Senior School (Teaching & Learning) and the Director of Junior School, for the management of the College's learning programs for Pre-K through to Year 12 students with additional or alternative learning needs. The HLS also provides advice and guidance to staff at The Studio School (TSS - Fremantle), as needed.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Recognising that relationships are at the core of all we do, all staff at All Saints' College are committed to a philosophy of academic care, delivering high quality teaching in a supportive environment that recognises the needs of the whole child.

Student wellbeing

a) Modelling ERIC* in all we do, demonstrate care and concern for the spiritual, emotional, social and academic development of all students.

b) Communicate proactively and in a timely way information about student wellbeing to parents, Head of House, Head of Transition, House Tutor, Chaplain, College Counsellor/s, DSS(SW), DSS(TL), DJS, Vice Principal or Principal, as appropriate.

c) Fulfil Tutor duties as required by the College.

d) Actively participate in House or Transition activities as required by the Head of House / Head of Transition.

e) Undertake at least one cocurricular activity as determined by College priorities.

f) Participate in the College's Outdoor Learning program.

g) Support all facets of the College's wellbeing programs, such as Eucharists, carnivals, Assemblies, House activities.

h) Support the Christian ethos and Anglican identity of the College.

Specific Responsibilities

Duties in relation to the position include but are not limited to the following:

a) Manage coordinated procedures and processes by which the College can maximise the delivery of appropriate, differentiated curriculum to students with additional or alternative learning needs.

b) Manage, review, and modify the Learning Support procedures and processes as appropriate.

c) In the Junior School, effectively communicate with parents in consultation with the Junior Psychologist, Director of Junior School and key Junior School staff with respect to relevant school policies (disability policy etc).

d) Manage the development, review and implementation of documented plans in response to student needs.

e) Ensure consistent developmentally appropriate philosophy and practice across the Junior and Senior School.

f) Maintain comprehensive and ordered records relating to the educational affairs and progress of all students receiving Learning Support.

g) Ensure the transmission of relevant data and information to teachers within each year, and as students transition from one section of the College to the next and one Year group to the next.

h) Report at both an informal and formal level to the Director of Junior School, Director of Senior School (Teaching & Learning), the Director of Senior School (Student Wellbeing), and parents using verbal and written communication through the College's reporting program or other appropriate means.

i) Oversee the management of and roster for the Supervised Learning Centre for class timed assessments in the Senior School.
j) Be responsible for applications for funding for special needs students, including preparation and submission of applications, and follow-up.
k) Manage the application processes and follow up for WACE students seeking equitable access adjustments.
l) Allocate and prioritise the available Learning Support Education Assistants to students, teachers and classes as required.
m) Manage the Learning Support team, including the coordination of relief arrangements for the Learning Support Education Assistants.
n) Ensure that relevant teaching staff are professionally developed to meet individual student needs.
o) Provide appropriate support for teachers with documented plans and case meetings.
p) Ensure that the Junior and Senior school staff are professionally up-dated on current Learning Support issues.
q) Manage the College's Learning Support resources.
r) Provide advice and guidance to staff at TSS, as appropriate.
s) Participate in school-based curriculum development as required by the College.
t) Participate in the College's Outdoor Learning program. Perform extra duties as required such as grounds duty, staff meetings, and meetings as determined by the Director of Senior School (Teaching & Learning) and the Director of Senior School (Student Wellbeing)
u) Coordinate the Nationally Consistent Collection of Data processes for the College.

Staff Expectations

a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
c) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
e) Assist with the cocurricular program of the College, interacting with students in activities outside the set daily timetable.
f) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
g) Maintain professional confidentiality concerning information about staff and/or students.
h) Strive to implement productivity, quality, and service improvements on a continual basis.
i) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
j) Comply with Occupational Safety and Health requirements in the workplace.
k) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
l) On occasions, you may be directed to undertake other duties as required.

Other duties

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The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.

June 2025

*ERIC: our College values of empathy, respect, integrity and courage