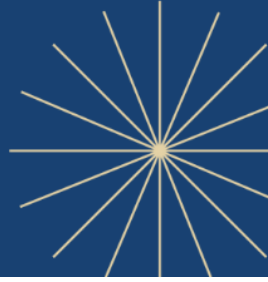


PositionDescription



Acting Head of Learning Support 7-12

Location:	Masada College, 9-15 Link Road, St Ives, NSW 2075
Terms:	Full Time, Fixed Term: contract runs until the end of Term 3 2027 (13 October)
Term Time Conditions:	Term Time Only
Reports to:	Head of Learning and Teaching 7-12, Head of Academic Care 7-12, Head of Senior School and College Principal
Key Stakeholders:	Head of Senior School, Head of Learning and Teaching, Head of Academic Care, Head of Learning Support, All Senior School Teachers and Assistants and all Senior School Students

About Masada College

Masada College is a leading Jewish educational institution that integrates a premium academic program with a strong commitment to inclusivity. We welcome Jewish children from every denomination as well as non-Jewish students, fostering a diverse and supportive community. With a focus on academic excellence, resilience, hard work, community, and collaboration, grounded in Jewish values, students are equipped to achieve their full potential. Masada encourages students to excel not only academically but also personally, developing the skills and character needed to thrive. Guided by the belief that "Goodness Makes Greatness," the College instills values of respect, kindness, and responsibility, empowering students to make a positive impact on the world.

Benefits of Working At Masada College

- Complimentary on-site parking
- Access to novated leasing arrangements
- Additional leave for Jewish holidays
- No Saturday sport commitments

Role Summary

The Head of Learning Support (Year 7-12) will lead the Learning Support Team to support the needs of our students. They will participate in school-wide initiatives, attend professional learning programs, and communicate with parents. The successful candidate will have learning support experience, be organised and proactive, and have outstanding communication skills.

Key Accountabilities

Leadership Responsibilities

- Provide leadership to the Learning Support team, ensuring performance and skills of the team members are developed and maintained
- Conduct regular reviews for team members, fostering a culture of continuous improvement.
- Participate in the recruitment and onboarding of new Learning Support staff
- Coordinate professional development opportunities for the team, focusing on their growth and the enhancement of support services
- Act as a point of escalation for complex issues within the Learning Support department
- Collaborate with the Executive team to address personnel matters and ensure a positive work environment
- Monitor and manage departmental budgets effectively

Assessment & Monitoring

- Lead the strategic use of Standardised and Curriculum-Based Assessments to identify student needs and guide the creation and implementation of interventions
- Oversee the collection and analysis of data, maintaining comprehensive data tracking systems for academic, social-emotional, and behavioral progress
- Ensure that Learning Support departmental documentation is consistently updated and aligned with school and legal standards
- Provide guidance and support to the Learning Support team in maintaining accurate student files (paper and electronic)

Collaboration with Stakeholders

- Lead collaborative efforts with teaching staff, parents, external providers, and executives to ensure effective support for students
- Develop and manage departmental timetables, ensuring efficient allocation of resources and support services
- Foster strong relationships with the Head of Academic Care, Head of Learning and Teaching, and Patrons to align learning support initiatives with broader educational goals
- Oversee the liaison with external providers such as Psychologists, Speech Pathologists, and Occupational Therapists
- Collaborate with class teachers to design and implement in-class strategies and interventions

Funding

Collaborate with the Head of Academic Care and College Psychologist in the implementation of the Nationally Consistent Collection of Data (NCCD) requirements
Develop and implement effective procedures to ensure accurate collection of evidence

Take a proactive role in collating evidence and supporting the categorization of students eligible for funding under NCCD

Provide training and support to teachers, promoting their active participation in the NCCD process

Curriculum / Program Design & Implementation

- Provide guidance on the support of the NSW Curriculum and collaborate with class teachers to modify curriculum as needed
- Support teachers in differentiating programs, lessons, tasks, and assessments appropriately
- Lead the design and creation of curriculum and support materials, including visual schedules and graphic organizers
- Play a pivotal role in supporting the teaching of Life Skills courses
- Lead the development, implementation, and evaluation of learning support programs
- Integrate new developments, research findings, and best practices into ongoing programs and new initiatives

Individual Plans

- Identify students with complex needs who require Individual Plans and provide leadership in coordinating and leading Individual Plan meetings
- Engage with parents and external providers to ensure effective collaboration in the development and evaluation of Individual Plans
- Ensure the ethical implementation of Individual Plans, including the creation of Behavior Support Plans, Transition Plans, Attendance Plans, and language scripts

Professional Learning

- Lead efforts to maintain a working knowledge of current legislation (Disability Discrimination Act 1992 and the Disability Standards for Education 2005)
- Take the lead in developing and maintaining professional knowledge, staying current with research and best practices
- Coordinate and facilitate workshops and professional learning opportunities for teachers with a focus on evidence-based strategies, disability awareness, and internal processes and procedures

Examinations & Provisions

- Oversee the coordination of the disability provisions process for Years 7 – 12.
- Support the creation of examination timetables (7-12) and coordinate the teacher supervision timetable with the Head of Learning and Teaching 7-12
- Lead the coordination of the provisions process for NAPLAN and Minimum Standards.
- Take the lead in training external invigilators to implement disability provisions for the Higher School Certificate examinations.

Learning Support

- Lead the preparation and sourcing of learning resources and assessments
- Oversee the implementation of in-class support within mainstream classes
- Oversee the delivery of learning support lessons to individual and small groups of students with diverse and complex learning needs, including behavioral, social-emotional, and academic needs

- Lead the implementation of evidence-based interventions such as MacqLit

Key Attributes

Our ideal candidate will have / be:

- Proficient with IT systems, such as Google Suite
- Strong communication and organisation skills
- Flexible and be a team player
- Have a keen interest in pedagogy
- Willing to adopt new approaches
- A role model to our students
- High energy levels

How to Apply

Applications must be submitted via the Masada College Careers page. Provide a cover letter outlining why you are suitable for the role along with an up-to-date copy of your resume detailing your previous experience as it relates to this role.

To apply for this position, you will need to be an Australian Citizen/Resident or have a current Australian work visa

All applicants must have (or are willing to obtain) a NSW Working With Children Check Number.

Masada College provides a dynamic working environment where staff are valued, and students are committed to learning. All appointments will be based on merit selection without reference to the religion of applicants. An empathy and support with the Jewish School ethos is essential. Masada College is committed to the safety and wellbeing of all children and young people in our care.