

# HEAD OF ACADEMIC SUPPORT - SENIOR SCHOOL

## JOB DESCRIPTION

**Reports to:** Dean of Teaching & Learning - Senior School

**Responsible Executive:** Head of Senior School

### POSITION SUMMARY

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The Head of Academic Support is responsible for the management and delivery of the academic support programme for the boys within the Senior School. Reporting to the Dean of Teaching and Learning (Senior School), the role will provide leadership, support and direction to the academic support staff and classroom teachers to deliver a differentiated curriculum.

The successful candidate will contribute to the College's strategic priorities and drive up standards of academic support and the levels of performance required in an outstanding organisation, providing an innovative approach to the delivery of a quality programme.

### ESSENTIAL CRITERIA

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i) **Education & Training**

- Bachelor of Education, Graduate Diploma of Teaching (Secondary) or Master of Teaching Secondary
- Master of Education and/or further training to support students with learning difficulties and learning disabilities is highly desirable

ii) **Core Competencies (Knowledge, Skill & Experience)**

***Technical***

The Successful candidate must

- have proven success in leading a team of educators in providing outstanding academic support
- Proven ability to develop and successfully implement strategies to assist children achieve academic success
- Demonstrated use of Integrated Learning Technology to improve teaching, learning and assessment opportunities
- Successful track record of influencing and implementing processes with the proven ability to manage and lead change
- Excellent verbal and written communication skills and ability to use this skills to work with multiple external agencies

### ***Managerial & Human Relations***

- Proven ability to interface with diverse groups of people including teachers, parents and educational specialists
- Effective leadership, mentoring, and coaching skills with previous experience of management of a team
- Strong interpersonal, negotiation and facilitation skills with the ability to develop and maintain strong working relationships at all levels

### iii) **Additional Requirements & Values**

- Effective decision making ability and solution based thinking
- Adapts easily to new and challenging situations and finds creative solutions to complex issues
- Possesses a high level of personal integrity and credibility and maintains confidentiality
- Ability to work under pressure whilst maintaining accuracy
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

## **CORE RESPONSIBILITIES & TASKS**

### **Manage Academic Support Teachers and Education Assistants**

- Provide leadership, support and guidance, and develop a culture of mutual respect, where Academic Support staff and classroom teachers work together in Year level teams and with Year level case managers to deliver a differentiated curriculum in the Senior School.
- Assume responsibility for Academic Support staffing - instigate annual contracts (liaise with HR), allocation of case management loads/teaching areas, timetables for support teachers and Education Assistants, general day-to-day timetabling and pastoral issues.
- Prepare agendas and run staff meetings for Education Assistants and Academic Support staff.
- Initiate ongoing professional development opportunities for all Academic Support staff - new programmes, assessment tools and software.

### **Coordinate Academic Support programme for Senior School students**

- Maintain overall responsibility and management of students in the support programme. This includes building strong relationships with students with learning difficulties who often need additional pastoral support.
- Ensure a point of contact for parents of boys in the Academic Support programme – sustain ongoing communication of student progress and addressing concerns.
- Be a point of contact for classroom teachers regarding support matters/students. Assist classroom teachers in the construction of intervention or extension programmes and special provisions or accommodations for identified, case-managed students.
- Be responsible for distribution of all new student information to relevant classroom teachers and specialists.
- Participate, when required, in parent/classroom teacher meetings and student-led conferences.

- Identify, using agreed assessment tools, students who will need to be provided with extension or intervention programmes.
- Coordinate whole-school testing on Orientation Day.
- Oversee the Support team to identify boys and conduct individual standardised testing for support students.
- Coordinate NAPLAN and ALLWELL testing and data analysis.
- Supervise pre-admission testing of boys moving to overseas schools.
- Oversee entry of above test results into Assessment Database, ensuring regular updating of the database each term.
- Lead the Support Team to review all students' progress across the Senior School using standardised tests and longitudinal tracking with data held in an Assessment Database.
- Coordinate case management of support students and ensure thorough records of support boys are entered into Support and GAT databases.
- Update and roll over all databases annually.
- Process all enrolment questionnaires from Admissions.
- Use information gained on Orientation Day and enrolment questionnaires to place new boys in balanced classes.
- Oversee handover – ensure distribution of information to all staff about new and support boys in their classes.
- Ensure smooth transition of Academic Support boys as they transition from Middle School.
- Maintain ongoing communication with Admissions regarding new students and addressing prospective parents' concerns/queries.
- Coordinate the construction of Individual Education Programmes (IEPs) for identified students with Support and Classroom teachers.
- Manage applications for AISWA funding.
- Liaise with the Senior School Psychologist, House Heads Speech and other external agencies regarding student assessments, progress and intervention.
- Initiate or review Academic Support policies and procedures in consultation with the Dean of Teaching and Learning and the Academic Support team members as required and maintain links between Junior School, Middle School and Senior School Academic Support teams.
- Prepare annual Academic Support report for the Headmaster.
- Manage Academic Support budget - purchase or approve purchases.
- Maintain operational professional relationships with Academic Support teaching and support staff and Senior School administration.
- Other duties as directed by the Dean of Teaching & Learning and the Head of Senior School.

**This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated 12/8/2016*