



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

Leader of Inclusive Learning T-12

Position Information Document

Purpose

The Leader of Inclusive Learning T-12 plays a key role in the academic programme of Orange Anglican Grammar School, responsible for strategic leadership of a learning environment which supports all students to access learning and embrace academic challenge in a culture of care, inclusion and support.

The Leader of Inclusive Learning T-12 will facilitate support and enrichment opportunities to encourage all students to be actively engaged learners. They will be responsible for the creation of an academic-focused environment in the COG/Central (The official name of the new building TBC), a learning space designed to inspire, motivate and encourage a love of learning in the Orange Anglican Grammar School community.

Reports to

Director of Innovation, Teaching and Learning

Direct reports

Teacher's Aides, Inclusive Learning Staff/Tutors

Award

Leadership 1, 2021 (future Leadership 2 available)

Key responsibilities

Teaching & Learning:

- Lead a whole school approach to inclusive education, with a specific focus on supporting the learning needs and abilities of students who;
 - are high potential learners
 - have specific learning difficulties
 - have a disability
 - require support to improve independent study skills
 - are on a learning pathway between school and home / medical care



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

- have English as an additional language.
- Lead Inclusive Learning staff within the School through;
 - supervision of Inclusive Learning staff and Teacher's Aides
 - delegation of duties and timetables for the Inclusive Learning team
- Ensure all students have access to, and can participate in, relevant and challenging learning, through;
 - assessment data analysis and collaborative planning for the improvement of Literacy and Numeracy levels across the School
 - overseeing the OAGS LEAP (Leveraging Enhanced Academic Progress) program.
 - identification of students with additional learning needs by engaging with staff and student data, including NAPLAN, ACER, Renaissance and pre- and post-assessments
 - investigation of the learning needs of targeted students, in collaboration with Classroom Teachers, through observation and assessment
 - identification, development and encouragement of giftedness in students and ensuring suitable programmes and learning strategies are utilised for students who excel in key learning areas.
 - administration of special examination support for students with disabilities or special needs and applications for disability support for external examinations.
 - attendance at Welfare Meetings with a focus on advocating for LP students
 - co-lead Social skills groups for students with special needs, in collaboration with the Welfare Team and the School Counsellor.
- Establish, develop and sustain a culture of academic rigour and a love of learning in the COG/Central, through leadership of;
 - the management of the timetable for the COG/Central, ensuring that a variety of learning opportunities and activities utilise the space.
 - liaising with staff to encourage innovative use of the COG/Central for learning K-12.
 - organising, planning, developing and monitoring workshops to assist in the development of executive functioning skills for all students.
 - organising, planning and monitoring subject-specific workshops to improve student learning.
 - liaising with external institutions, such as Charles Sturt University, to develop opportunities and partnerships that enhance the learning of all students.
 - developing, implementing and resourcing study session time for Secondary students, both inside and outside the school timetable.
 - organising, planning, developing and monitoring enrichment activities such as Mathematics Olympiads, GATEway8, Literary Festival etc.
- Establish, develop and sustain true partnerships with school families which support the needs and abilities of students, through leadership of;



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

- proactive, timely and effective communication with parents and carers of students within the Inclusive Learning cohort
- LP consultation meetings with parents and teachers.
- advocating for students, and supporting parents, within our inclusive learning environment.
- overseeing the reports and documentation to be sent from the School to support student's Specialist appointments

Administration:

- Lead the administration of the Inclusive Learning Department to ensure best practice in inclusive education, through leadership of;
 - ensuring a school-wide understanding of disability discrimination legislation and appropriate actions which ensure compliance
 - liaising effectively with NESAs, external specialists and educational authorities to ensure the School is abreast of all relevant policy and procedures, communicating developments with the Director of Innovation, Teaching and Learning and, when appropriate, the Headmaster.
 - overseeing the K-12 Learning Plan processes to ensure accuracy and clarity for staff, parents and students, and ensure that these plans are comprehensive, accurate and consistent across the School.
 - overseeing NCCD, ensuring all academic documentation is accountable and compliant.
 - preparing and submitting the documentation necessary for funding support and/or disability provisions for relevant students to relevant authorities.
 - overseeing effective organisation and management of library resources.
 - ensuring effective organisation and management of Years 7-12 Disability adjustments and Provisions, in collaboration with the Teaching & Learning Team.
 - coordinating and preparing the Inclusive Learning budget, liaising with the Director of Innovation, Teaching & Learning.

Additional requirements

- Ability to create a positive, supportive and engaging climate that meets the academic, social and emotional needs of all students.
- Proven ability to use technology in the classroom in a way that enhances the learning outcomes of their students.
- Fulfill the requirements of this position description and other duties as reasonably requested by the Headmaster from time to time.
- Consistently uphold Orange Anglican Grammar School's values, supporting the Christian ethos of the school and complying with all school policies and procedures.

Qualifications, skills, experience and capabilities



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

- Active and committed to Christian faith and ethos of the school
- Appropriate education and subject matter qualifications
- Thorough understanding of disability discrimination legislation and appropriate actions which ensure compliance.
- Skilled in analysing student assessment data and using it to improve teaching and learning
- Experienced leader of people and change, informed by data and research
- A personal commitment to learning
- Able to establish an environment which maximises professional learning and practice opportunities for colleagues
- Capacity and willingness to lead and relate with compassion and integrity.
- Able to provide curriculum leadership, and the ability to implement effective teaching and learning intervention processes, to establish a challenging learning environment in which students are encouraged to work towards attainment of their potential.
- Strong interpersonal skills and the capacity to develop and sustain productive and collaborative relationships within and beyond the School community in order to improve student outcomes in a positive learning environment.
- Able to apply expert knowledge of the literacy and numeracy demands of the curriculum at each stage of the teaching and learning cycle, especially in response to the diverse factors which may contribute to student underachievement.

- Ability to infuse the Christian ethos into teaching practice

This position description is subject to change based on School requirements.

All appointments at Orange Anglican Grammar School are subject to Child Protection Legislation.

Orange Anglican Grammar School is a member of The Anglican Schools Corporation (TASC).