



ST. PETER'S
Anglican Primary School



Position Description

Dean of Student Support



Vision

- St Peter's will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

Motto

- Life through Christ

We seek to achieve the following goals:

- Appoint exemplary Christian classroom and specialist teachers
- Pursue academic excellence
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities
- Develop superior skills and knowledge in Information Technology
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families
- Develop in students a strong sense of service to others and to the community

We encourage all our students to:

- Develop an understanding of the Gospel message and the impact of serving God in their lives
- Develop their full intellectual, social and physical abilities
- Think critically and creatively
- Develop enthusiasm and respect for learning
- Show respect for and courtesy towards others
- Learn the value of working together
- Learn to appreciate the importance of service to others
- Show initiative and develop qualities of leadership within the school and wider community
- Develop a global perspective and the ability to adapt to change
- Appreciate the joy of living in a spirit of thankfulness to God



Role Description

Responsible to: Director of Learning / Deputy Head of School

Effective Date: Term 1, 2019

Main Objective: The Dean of Student Support is responsible for leading a team with vision and innovation within the parameters of the Schools expectations and requirements. The Dean of Student Support is to provide necessary leadership to build consistent, comprehensive and improved pedagogical approaches for specific learners with the School and must work in collaboration with teachers to optimise the learning environment for student learners.

FTE: Full time (1.0 FTE)

Hours: The Dean of Student Support is generally expected to be on site between 8.00 am and 5.00 pm (Monday – Friday), acknowledging the role requires work outside of these hours.

Salary: The industrial Instrument that currently applies to this position is "*Independent Schools (NSW) Teacher (Hybrid Model) Multi-Enterprise Agreement 2017*"

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school. Further details will be provided to the successful applicant.

Reports: Learning Enhancement Teachers
Learning Enhancement Teacher Assistants
Graduate Teacher Intern(s)



Major Responsibilities:

The Dean of Student Support shall be an educational leader and will form part of the school's Junior Executive Team who demonstrates a strong curriculum knowledge. The Dean will assume responsibility for the planning, development, coordination and management of all Learning Enhancement programmes, services, budgets and personnel. The Dean will ensure compliance with current education and disability legislation, funding and specific requirements, assisting staff and working collaboratively to meet individual student needs.

The Dean of Student Support will collaborate with grade teachers, Junior Executive and other staff as needed, outside specialists, families and community members, responding to diverse student needs. Within this position, the successful applicant will need to provide learning enrichments to students in the areas of learning support and gifted education.

Selection Criteria:

Essential Criteria

- Complete an accredited 4 year teaching degree – general primary teaching with additional training such as a Masters in Special Education. The Dean will require specific training in Gifted Education and understanding of/ specific training in other relevant threads including intervention, sensory understanding and TESOL/ EALD
- Knowledge and understanding of current legislative requirements concerning education, disability and inclusion
- Expertise in collaborative planning, individual programming, Nationally Consistent Collection of Data (NCCD), Census collection and Response to Intervention System
- Highly developed communication and interpersonal skills with the ability to work collaboratively and build positive relationships with students, staff and parents
- Experience in providing regular and timely feedback to students and families regarding academic progress
- Demonstrated experience in maintaining appropriate levels of classroom management and discipline
- Demonstrated experience in contributing to the pastoral care

Engage students in a vibrant education at all levels by:-

- Utilising appropriate technologies to enhance teaching programs
- Showing a genuine appreciation and commitment to pastoral care
- Working effectively as a member of an enthusiastic team
- Actively supervise playground duties as required
- Being involved in at least one school-approved co-curricular activity per year



- Complying with all expectations outlined in the Staff Handbook
- Planning differentiated learning experiences for students based on their specific learning needs within the context of a mixed-ability classroom
- Actively collaborate with colleagues to enhance learning programs
- Attending other school-based activities such as parent-teacher evenings, camps, sports carnivals and excursions, as required
- Demonstrated experience in working with Gifted Education and Learning Support

Desirable Criteria

- Understanding of inquiry/student centred learning
- Experience and/or understanding of the International Baccalaureate Primary Years Programme

Specific Responsibilities

Knowledge

- Demonstrate expertise in their field of knowledge, with initiative to remain current in regards to research and professional development
- Clear pedagogy pertaining to the Professional Teaching Standards and NESA
- Coordinate the identification of students who may benefit from Learning Enhancement programmes
- Lead awareness amongst all school staff pertaining to issues relating to Learning Enhancement (may be required to present at Staff Meetings)
- Model excellent working practices
- Promote inclusive practices, share strategies and resources
- Keen desire to review assessment data to make informed recommendations to Executive Team
- Raising the profile of the Learning Enhancement Programme by researching, publishing and presenting in fields of expertise at appropriate academic venues, conferences, lobby groups, parents and support groups

Pastoral

- Liaise with the Junior and Senior Executive teams in ensuring the wellbeing of students (social, emotional and academic)
- Demonstrate understanding of student needs in P-6 and provision of Learning Enhancement
- Assist staff and students alike with the development of behavioural plans
- Facilitate the referral process for the School Counsellor
- Meet with parents and support dispersal of relevant information, plans and assessments



Administrative

- Oversee the development of Individual Plans and Enrichment Pathways
- Facilitate the production of timetables
- Facilitate weekly Learning Enhancement team meetings
 - Discuss student needs
 - Update of programme development/implementation
 - Evaluation of programmes
 - Review of data
- Assist in the development of clear policies and procedures
 - Identification of gifted and talented students
- Coordinate clear communication between staff, students and caregivers
 - Support Learning Enhancement team in their daily role
 - Chair meetings with families as required - providing regular, thorough feedback regarding progress and plans in place
 - Collaborate with teachers regarding best practice for identified students
- Provide accurate data as requested, pertaining to government funding (ie. NCCD, Census), ensuring compliance
- Liaise with Team Leaders to ensure the implementation of teacher driven differentiation within programmes and assessments (ie. for Tier 1 students)
- Maintain department budgets
- Coordinate external personnel where appropriate
- Maintain the confidentiality and security of records and documents
- Oversee the establishment, delivery and reporting of standardised assessment within the school
- Oversee the preparation, delivery and reporting of NAPLAN within the school inclusive of making recommendations for improvement, teacher practice and the tracking of trends
- Awareness of the student's needs across the school by analysis information and data regularly
- Direct, inform and oversee Teacher Assistants across the school
- Organise, participate in and oversee case conferences, student plans and arrange dispersal and communication with appropriate personnel



Specific WHS Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

Team Leader/Manager/Coordinator

- Provide leadership in WHS Risk Management.
- Refer WHS issues that are beyond your control to the relevant Executive for their attention, but ensure that interim action is taken to reduce the risks in a practical way.
- Monitor and oversee the completions of Risk Assessments when there is:-
 - Uncertainty about how a hazard may result in injury or illness
 - The work activity involves a number of different hazards
 - Changes occur that may impact on the effectiveness of control measures
- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure or St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school
- Generally, cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required
- Assist all people in the workplace should an emergency occur



Application Process

Applications for the position of a Dean of Student Support should include but not be limited to the following:

- Covering Letter
- Completed "Application for Employment" form – located on the school's website under employment
As part of the "Application for Employment" form, you will be required to provide the following information:-
 - Current written reference and/or contact details from Minister of Church currently attending
 - Written reference and/or contact details from current/past employers, colleagues
 - A statement of full employment history
 - A statement and proof of educational qualifications and professional memberships
 - Working With Children identification number
- Information which addresses the selection criteria as noted in the Position Description.
It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Resume
- A statement of personal Christian faith

Applications marked CONFIDENTIAL should reach the Headmaster no later than

4.00 pm – Friday, 26 October 2018

Mr Brendan Gorman

Headmaster

St Peter's Anglican Primary School

PO Box 997

CAMPBELLTOWN NSW 2560

Email: employment@stpeters.nsw.edu.au

Short listed applicants will be contacted by telephone or email for an interview.

Confidential enquiries can be directed to Mr Brendan Gorman, Headmaster by contacting the school on 4627 2990 or employment@stpeters.nsw.edu.au.