

## WMYC and WSSC Position Description

<b>Job Title</b>	LT Inclusion WSSC		
<b>Line Manager</b>	Assistant Principal Student Operations WSSC	<b>Year</b>	2018

### Purpose of Position

To work as the leader of the Inclusion Team and provide leadership toward the provision of a safe and secure learning environment that engages and supports students with additional learning needs, and implementing and managing priorities set out in the College's Strategic and Annual Implementation plans.

### Objectives

- To establish and promote student engagement, for students with additional learning needs
- To maintain a consistent and responsive approach to inclusive education and welfare in the context of a pathways and academic achievement.
- To effectively monitor student progress, identify needs, recognise achievements and communicate progress to parents
- To implement a clearly communicated and effective Transition process for students moving between classes, year levels or to/from WSSC.
- To provide a liaison contact between parents, teachers, House leaders, students, Support Agencies and Visiting Teachers.
- To apply a continuous improvement approach to the processes, practices and programs related to this role

### Major Areas of Responsibility

- Visible Leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Strategic direction for the Inclusion Team and welfare within a pathways approach.
- Inclusion Team leadership and support of teaching staff and House leaders
- Promoting and monitoring student achievement
- Transition
- Manage major inclusion programs within the school

### Key Tasks

#### Visible Leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

#### Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate

- Lead staff in professional development and implementation of both college's teaching & learning expectations

### **Strategic direction for the Inclusion Team and welfare within a pathways approach.**

- Develop in students and parents the culture and the ethos of our school as it is articulated in the charter.
- Contribute to the development and implementation of school charter priorities and goals and be responsible for the collection, analysis and interpretation of relevant data for the school's Annual Report.
- Establish a vision and development plans for student pathways management and welfare that set clear goals and targets
- Use a continuous improvement approach to monitor the effects of development plans and review and refine policy and procedures for student pathways management and welfare

### **Inclusion Team leadership and support of teaching staff and House Leaders**

- Provide general leadership to staff consistent with the school vision of inclusive education, goals and priorities including the pathways approach to student management through the school
- Support teachers and ES Staff in whole school inclusive education practices and learning culture coordinators in the development of strategies for assisting teachers with taking responsibility for classroom management.
- Participate in professional development that enhances the role
- Promote and lead the development of appropriate professional development activities.
- Work as part of the staff review team within the school.

### **Promoting and monitoring student achievement**

- Establish and operate processes that monitor student progress, encourage goal setting that identifies and responds to individual needs and interests and effectively communicate progress to parents.
- Recognise and promote student success and achievement through positive feedback and the utilisation of forums such as assemblies, award ceremonies, parent information evenings, bulletins, newsletters and the local media.
- Organize the delivery of pathways advice to students in cooperation with the Assistant Principal

### **Transition**

- Implement, review and refine transition processes within the College
- Develop effective communication channels and relationships with other personnel, particularly the Learning Culture Coordinators.
- Identify and promote opportunities to promote student leadership and role modeling activities.

### **Manage major inclusion programs within the school**

- Manage Year 10 and 11 special exam provisions
- Manage the SLES (School Leaver Employment Supports) under the NDIS
- Collect, collate and report on the NCDC (Nationally Consistent Data Collection)
- Manage the PSDMS funding allocation, including staffing and applications.
- Manage ILP's for inclusion students
- Supporting testing of students with additional learning needs