



Head of Additional Needs F-12

Position reports to	Dean of Wellbeing and Pedagogy
Direct reports to position	Additional needs staff
FTE	1.0FTE (Admin 0.3 / Teaching component 0.7)
Classification	Southern Cross Grammar Enterprise Agreement 2017-21
Duration and Allowance	Full time, ongoing. Level 1 allowance

Purpose of the Role

The Head of Additional Needs plays a key role in supporting the School's commitment to equity.

The role is for an ambitious leader committed to making an impact on teacher practice and student outcomes. As a modern school with a commitment to personalised learning approaches, the Head of Additional Needs will work with other learning leaders across the school, sharing and challenging one another's ideas.

The Head of Additional Needs develops strong connections between curricular requirements and student support programs to produce quality learning outcomes and educational growth for students. The position requires leadership in the provision of personalised learning experiences, including curricula and co-curricular initiatives, and significant management and development of a quality additional needs support team.

Key Aspects of the Role

- Providing professional development opportunities to build staff capacity across the school and develop effective processes and practices to enhance learning outcomes for all students with additional needs.
- Manage the whole school approach in the identification of students with specific individual needs.
- Lead effective teaching and assessment processes to cater for students with individual needs across the school.
- Managing the additional needs staff, including providing assistance with recruitment, feedback, managing performance and meeting agreed key performance indicators.
- Managing intervention specialists and any formal learning interventions.
- Strategically manage evidence based best practice and resources.
- Facilitate pre and post testing to evaluate the effectiveness of programs and interventions.
- Administrative duties such as operational, budgeting and record keeping requirements.
- Development and implementation of policies and programs in line with NCCD requirements
- Maintain compliance with the Nationally Consistent Collection of Data (NCCD).
- Coordinating grant applications and special funding for eligible students.
- Proactively manage transitions for students with additional needs and their families.
- Manage Program Support Groups (PSG) and Individual Learning Plans (ILP) across the School.

General responsibilities at Southern Cross Grammar

- Engage in Child Safe Practices in accordance with school's Child safe policies and procedures.
- Maintain thorough documentation showing evidence of personalised learning and support, such as student records, daily notes and records of contact for use in reviewing individual learning plans, consistent with SCG protocols.
- Model appropriate behaviours in a culturally sensitive manner.



- Respect confidentiality and employ tactful, responsible and ethical behaviours.
- Prioritise the health, welfare and safety of students at all times.
- Attend school events such as parent-teacher meetings, school functions, staff meetings, professional development, excursions and camps.

Personal Qualities

- Excellent organisational and people management skills.
- Ability to prioritise tasks and utilise efficient time management skills.
- Excellent communication and interpersonal skills to build relationships with key stakeholders.
- Ability to motivate staff and students to influence the direction of teaching and learning programs.
- A resourceful team leader who is able to operate in a supportive, collaborative and inclusive manner.
- Demonstrated commitment to ongoing personal and professional development.

Position Requirements

- Appropriate tertiary teaching qualifications, experience and demonstrated excellence in education. Post-graduate
- Special Education qualifications are considered a distinct advantage.
- VIT registration.
- Current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training.
- Proficiency in Microsoft Office products.
- High attention to detail.
- Confidentiality.

Key Contacts

- Principal.
- Dean of Wellbeing and Pedagogy.
- Heads of Year Level and members of the Senior Leadership Team.
- Teaching and Learning Teams.
- Student Support Team.
- Staff, students and the school community.

Conditions of Employment

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Southern Cross Grammar is an equal opportunity employer.
- Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff are subject to and expected to comply with the Child Safe Code of Conduct and the School Child Safe Policy as amended or varied from time to time.