

Coordinator of Exceptional Learning JS

Position Description



Employment Status:	Full Time (1.0FTE) Fixed term position of Responsibility
Classification:	Teacher (Band 2 Level 2 Position of Responsibility allowance is paid in addition to the salary) under the St John's Grammar School Enterprise Agreement.
Tenure	3 Years for the position of responsibility. Permanent appointment as teacher
Time Release	0.20 Full Time Teaching load whilst undertaking the responsibility of the position (0.80 FTE teaching)
Area of Responsibility:	Learning Support
Position Location:	Junior School Campus, Sheoak Rd, Belair
Responsible to:	Head of Junior School

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Coordinator of Exceptional Learning is responsible for ensuring that the learning support needs of our students are identified and individual support plans are created, implemented and monitored. They are a key liaison with the parents and work closely with staff. The role includes teaching and working directly with students. The Coordinator of Exceptional Learning supervises Junior School Co-Educators.

Working Relationships

The Coordinator of Exceptional Learning is supervised by the Deputy Principal and works with all teaching staff in the Junior School to support students. They also work closely with the Head of Junior School, Deputy Head of Junior School and Head of Learning Support in the Secondary School.

Learning to Soar

Position Responsibilities

The Coordinator of Exceptional Learning has the following broad roles:

- A leading role in the enrolment, transition and integration of students with specific learning needs, including highly able students and those with twice exceptionalities.
- Identifying students who have specific learning needs.
- Leading the process for preparing and reviewing ISPs for learning support and highly able students, in consultation with the Head of School and Deputy Principal.
- Communicating the details of specific student needs and curriculum modifications and teaching strategies that are required.
- Providing strategic direction and guidance in developing and ensuring best practice in meeting the needs of students with exceptional learning needs, including potential new programs and initiatives.
- Keeping up to date with developments in approaches, programs and supports for students requiring learning support.
- Supporting teaching staff in planning modifications to curriculum and pedagogy.
- Monitoring and reporting on the progress of students being provided with learning support.
- Regular updating of the Special Needs student register and providing details for the NCCD and supporting documentation for NAPLAN and other events.
- Teaching students requiring learning support as part of the the Junior School Teams model and BOOST program.
- Supervising and programming the work of the Junior School Co-Educator team.

Responsibilities include:

- Writing and reviewing student ISPs
 - Chairing meetings of Student Review Team and Co-Educator Staff
 - Designing and coordinating special and flexible learning programs
 - Developing, adapting and modifying the curriculum
 - Reviewing and selecting appropriate resources to enhance the students' educational programs
 - Managing a budget for Exceptional Learning resource allocation and maintenance
 - Developing rosters for support staff in collaboration with the Head of School and Deputy Principal
 - Supporting and counselling parents so they may better understand the nature of their child's learning profile, acting as an advocate for students with learning needs when required
 - Reporting to parents on their child's progress informally through review meetings and formally in school reports
 - Liaise with Early Learning Centre and Senior School, facilitating the transition of students with Learning Support plans.
 - Leading professional development for staff in the area of Exceptional Learning
 - Liaising with key allied health and education experts using the Junior School WellNest Centre
 - Liaising with outside agencies, volunteers and community resources
 - Contribute to Co-curricular activities as outlined in the Teaching Staff Conditions of Service.
 - Supporting the transition of students with learning needs who are new to the campus.
 - Supporting students for whom English as a second language.
-

Candidate Profile

Qualifications

Essential

- Relevant tertiary qualification
- Registered teacher status

Desirable

- Post Graduate Qualifications in Special Education

Experience

Essential

- Experience in Special Education

Desirable

- Experience as a Coordinator/Leadership role

Skills and Abilities

Essential

- A strong desire to guide all children to reach their potential, a family-centred focus, and an ability to relate to all age groups.
- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
- Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian values.
- An ability to advocate on behalf of others, engages with measured risk and shows personal courage.

Desirable

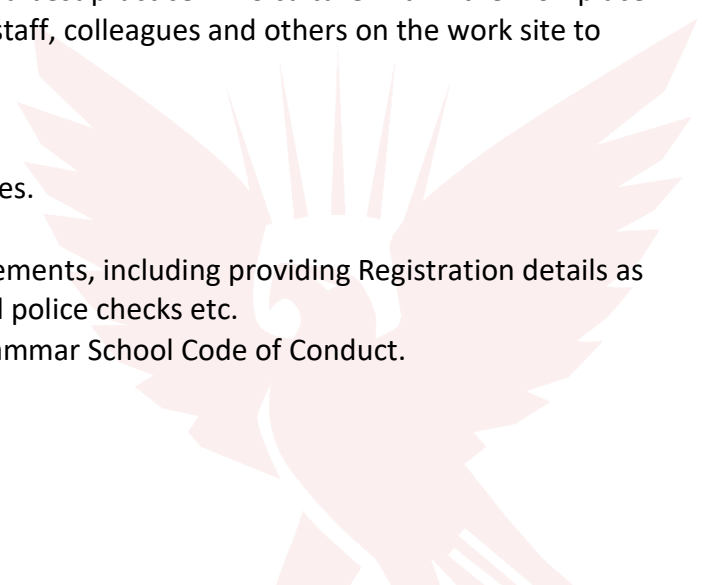
- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
- The ability to demonstrate spiritual leadership by example.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
 - Improve systems of work and safe practices.
 - Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
 - Demonstrate commitment to the St John's Grammar School Code of Conduct.
- 

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
 - Participate in an annual review of performance in the role and review of this Position Description.
-

B Manifold

PRINCIPAL

St John's Grammar School

October 2025

