

Head of Learning Support- Middle School

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	0.23 Full Time Teaching load whilst undertaking the responsibility of the position (0.77 FTE teaching)
Area of Responsibility:	Learning Support in the Middle School
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Deputy Principal

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 Head of Learning Support- Middle School is responsible for ensuring that the learning support needs of our middle school students are identified and individual support plans are created, implemented and monitored as needed. They are a key liaison with the parents and work closely with staff. The role includes working directly with students. The Head of Learning Support Middle School supervises Learning Support Co Educators.

Working Relationships

The Head of Learning Support - Middle School is supervised by the Deputy Principal and works with all teaching staff in the Secondary School to support students. They also work closely with the Head of Learning Support- Senior School and the Head of Middle School. Other working relationships include the Head of Senior School, Assistant Heads of School, the Leader of Wellbeing and Head of Learning and Curriculum.

Position Responsibilities

The Head of Learning Support - Middle School has the following broad roles:

- Identifying students who have specific learning difficulties.
- Communicating the details of specific student needs and curriculum modifications and teaching strategies that are required.
- Leading the process for preparing and reviewing ISPs for learning support students from Year 7 to Year 9, in consultation with the Head of School
- Coordinating LIFT Plus Middle School options. LIFT = 'Learning Interventions for Take-off', including supporting staff to develop consistent strategies across the program.
- A leading role in the enrolment, transition and integration of students with specific learning disabilities from Year 6 to Year 7 through the LIFT Plus Transition Program.
- Connect with external agencies and allied health to support student success through Middle School.
- Communicating the details of specific student needs, including curriculum adjustments and / or 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 disabilities, including potential new programs and initiatives.
- Keeping up to date with developments in approaches, programs and supports for students requiring learning support and their pathways
- Supporting teaching staff in planning adjustments and / or modifications to curriculum and pedagogy.
- Monitoring the progress of students being provided with learning support.
- Maintaining a confidential and accurate learning support register, including details for the NCCD.
- Supervising and programming the work of the Learning Support Co Educators in collaboration with the Head of Learning Support Senior School.
- Reviewing and selecting appropriate resources to enhance the students' learning programs
- Collaboration with parents / caregivers to understand the needs of their child, to support parent /caregivers with their understanding of Middle School pathways.
- Reporting to parents on their child's progress informally through review meetings and formally in school reports
- Supporting the transition of students with learning needs who are new to the campus
- Teaching students requiring learning support.

General teaching role

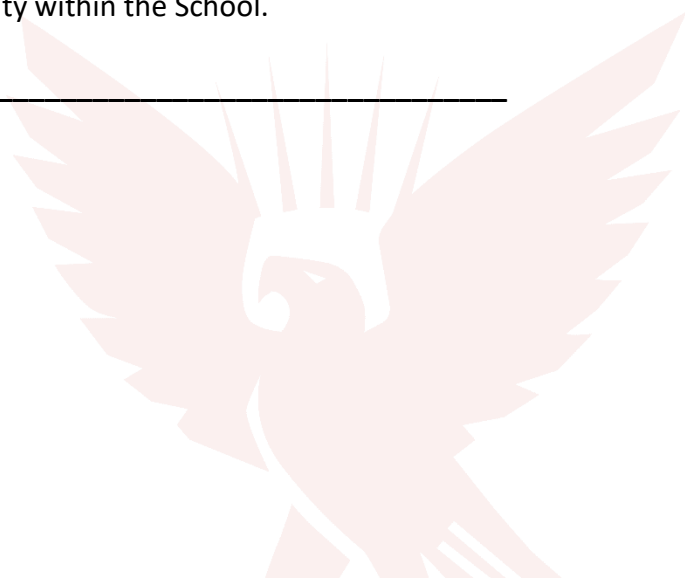
- A teaching role from Year 7-12 (refer to "Secondary Teacher" position description).
- Contribute to an assigned extra-curricular activity within the School.
- Promote St John's Grammar School.

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 Head of Department or Head of House

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

December 2025