



## Assistant Education Support Coordinator

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, to ensure that the students are able to acquire the skills necessary for 21<sup>st</sup> century learning and to bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures, which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

### Assistant Learning and Teaching Leaders

All Learning and Teaching Leaders have a responsibility to

- support the Catholic ethos of the school
- work with the Leadership team in ways respectful of the Catholic tradition and charisma of the College
- support the College mission and vision plans assisting in the implementation of the Strategic Plan and School Improvement Plan
- provide strategic leadership and management in the performance of their duties
- be contributors to a caring and supportive community
- use consultative and collaborative approaches to provide opportunities for staff contribution to the College as a learning community
- provide effective role modelling to staff using appropriate conflict resolution and negotiation skills
- Mentor, coach and grow members of the team so that can develop the skills and strategies to effectively support our students and improve student outcomes
- promote and foster the effectiveness of the team
- maintain confidentiality and support for the team
- maintain professional competence and current knowledge in educational trends
- maintain a relationship centred approach to all aspects of their work

### Role Description

As part of the Education Support Team the Assistant Education Support Coordinator reports to the Assistant Principal Learning and Innovation through the Education Support Coordinator. They work together to ensure the best possible learning outcomes for students with special educational needs. It is important that Education Support staff also monitor students with potential issues, particularly in the context of the introduction of the National Collection of Consistent Data for School Students with a Disability (NCCD SWD)

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The Assistant Education Support Coordinator assists the Education Support Coordinator to provide support to those students in Years 7 to 12 with individual learning needs (integration, learning support) and students requiring special programs and adjustments.

*The Assistant Education Support Coordinator has responsibilities in the following areas*

### **National Collection of Consistent Data for School Students with a Disability (NCCD SWD)**

The Assistant Education Support Coordinator is responsible for providing support to the Education Support Coordinator for the further development and implementation of the NCCD by

- being familiar with current literature on the NCCD
- being familiar with the procedures for the compilation of school data pertaining to the NCCD
- being familiar with the requirements and the implementation of NCCD in the classroom
- Working with the Education Support Coordinator, collecting, collating and recording data for applications for the National Collection of Consistent Data for School Students with a Disability (NCCD SWD), for all Emmaus students who are receiving any adjustments
- Assisting the Education Support Coordinator to collate and store evidence of adjustments as stipulated by the NCCD
- collating documents, writing reports and assisting with applications for funding
- assisting the Education Support Coordinator to educate staff to implement the NCCD in the classroom and to maintain records to support future data collection.

### **Administrative Support**

*The Assistant Education Support Coordinator will provide administrative support by*

- regularly updating the information available to all staff regarding students with diagnosed learning needs, including any adjustments to curriculum which may be required, ensuring that it is easily and readily accessible, with due consideration given to privacy constraints
- maintaining comprehensive files for students, including, but not limited to, records of interviews, testing, Personalized Learning Plans (PLPs) and other special arrangements
- assisting in the formulation of timetables for the Education Support Assistants

### **Student Support**

*The Assistant Education Support Coordinator is responsible for providing support to all students at the College as required, including students with individual learning needs (integration, learning support and students requiring special programs and or adjustments), and those who may be eligible for inclusion in the NCCD in the future by*

- attending regular meetings with the Education Support Coordinator in order to discuss the effectiveness of current education support
- monitoring the placement of ESAs with students with high needs to ensure that their needs are best met
- notifying the Education Support Coordinator of any special provisions which may be required for tests and examinations
- in consultation with the Education Support Coordinator, communicating with, any outside specialists including learning consultants, psychiatrists, audiologists and speech pathologists for all existing and newly enrolled students
- Running effective programs for group meetings for students as required
- maintaining formal records of Program Support Meetings (PSG) meetings
- actioning in a timely manner any recommendations resulting from the minutes of a PSG meeting

### **Enrolment / Transition**

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***The Assistant Education Support Coordinator will support the Education Support Coordinator with student transition issues by***

- assisting the Director Y9@E, and House Leaders with the transition of new students
- visiting feeder schools, as required to ensure that appropriate Student Learning Profiles are developed for each new funded student enrolled into relevant year levels.
- working with feeder schools to ensure a smooth transition to Emmaus for students enrolled into relevant year levels
- collaborating with the Education Support Coordinator and the Physical Resources team to ensure that any and all adjustments or additions to facilities, as required by the individual student, are met before the student first attends
- supporting parents and students in their transition to Emmaus as appropriate

**Professional Learning**

Including

- keeping up to date with developments in special education
- assisting in the coordination and running of information sessions for all teaching staff regarding students with special needs, including any agreed adjustments to their curriculum at the start of each year and in hand over meetings at the end of the year
- Any other duties as required

*This role description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principals, shall be determined through consultation and mutual agreement.*

**Committees and Meetings**

The Assistant Education Support Coordinator is a member of the Education Support Team and as such is required to attend any associated meetings and action the minutes accordingly

**Qualifications & Experience**

In addition to his / her teaching qualification it is desirable for the Education Support Coordinator to hold a post-graduate qualification in Special Education.

**Conditions of Work**

Learning and Teaching Leaders are appointed by the Principal for a period of three years. The teaching load of the Assistant Education Support Coordinator will be determined on an annual basis and is dependent on the number of students with special needs enrolled at Emmaus College. The Assistant Education Support Coordinator's role is an allowance position, which will be determined on the teaching load and the number of students with special needs.

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and VIT registration checks.

This role is initially a 12-month full time contract with the prospect of ongoing. The successful applicant will normally work during school term time only and be entitled to receive paid school holidays.

**Professional Review**

The Assistant Principal Learning and Innovation will review the incumbent annually.