



Position Description

Title	Head of Learning Support	Reporting	Principal
Type	Full-Time	Review	January 2026
Position Hours	Full-time 70 hours per fortnight during school terms. This role requires some flexibility as hours may alter according to timetabling of classes.		

Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at www.baysidecc.vic.edu.au

Introduction

Bayside Christian College is a coeducational, ELC to Year 12 Christian College. Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church.

Purpose of the Role

The Head of Learning Support is responsible for managing Education Support activities across the College. They deliver effective and well-targeted support to students with learning needs that assist them in reaching their full potential and achieving individual excellence in accordance with the School's Education Support policy and financial budgets.

Objectives

The overall objective of the Head of Learning Support role is for each student to fulfil his or her potential despite having learning, behavioural and/or emotional needs that hinder their capacity to effectively access the curriculum and learn. In practical terms, this translates to the following observable patterns:

- High level of organisation and engagement with stakeholders
- Improvement in students' learning trajectory
- High-quality education support practices and processes in place
- And for the Education Support team to be:
 - Engaged and effective in their work
 - Working effectively and collaboratively with teaching staff
 - Constantly striving to learn and discover new and/or better ways to support and encourage students
 - Well-supported in their roles, with clarity around expectations

Responsibilities

Achieving these outcomes will involve the following specific activities and responsibilities:

Oversee programs for students with additional needs and ensure that:

- Assessments are undertaken or students referred for further assessments and/or specialists
- Oversee the delivery of support programs to ensure the quality of practice including remedial and extension programs
- Review programs, policies and processes with key stakeholders
- Oversee and advise on adjustments for students with special needs
- Assess prospective students as required in consultation with the Registrar.
- Oversee new students' enrolments placement in classes, adjustments and support structures
- Ensure that all documentation regarding students with additional needs is recorded and stored correctly
- Investigate and recommend programs to assist students to reach their full potential
- Inspire, direct, support and assist staff to plan and deliver effective individual learning programs in collaboration with parents and practical recommendations given by professional specialists which assist students with disabilities to reach their potential
- Collect, collate and present data to stakeholders to support learning improvements.

Oversee staff within the department

- Conduct regular staff meetings with learning support teachers and learning assistants
- Conduct staff performance and development processes and appraisals
- Consult with staff to equip them to work with the additional needs of students
- Ensure alignment of educational programs, testing and practices ELC - 12
- Ensure relevant information is available regarding students with additional needs on the SMS and LMS where applicable.
- Ensure staff have access to relevant professional development,
- Coordinate and supervise the attendance, behaviour and performance of learning support staff.
- Oversee the work of education support staff across the College in consultation with Learning support teachers, Heads of Schools and classroom teachers to ensure productive timetabling and activities
- Ensure adequate staffing of the department (permanent/contract/casual)

Funding and Assessments

- Coordinate and oversee data collection and reporting i.e., NCCD and annual reports
- Oversee the recording and tracking of testing and other student data points and resources
- Receive referrals from Learning support teachers and make recommendations as appropriate
- Identify issues using evidence-based consultation with stakeholders
- Ensure that parental relationships are maintained and consent is received when necessary.
- Outsource or undertake tests as appropriate
- Make necessary referrals to external providers
- Apply for State Government funding for students who meet the criteria
- Investigate and secure alternative funding sources and partnerships
- Make applications and obtain funding for students with disabilities

Liaise with external providers

- Oversee the engagement of external specialists (psychologists, speech pathologists etc.)
- Consult and organise speech therapists, visiting teacher service, OT, psychologists, tutors and other external providers where appropriate
- Organise assessments externally or internally
- Oversee payment of invoices to applicable external providers, through College protocols

Liaise with families and staff (in conjunction with Section Support Teachers)

- Ensure appropriate communication is sent to parents concerning students receiving support and being part of the National Data Collection

- Where necessary engage directly with families
- Oversee the provision of student information with the relevant staff
- Make recommendations for pathways to parents and staff
- Regular meetings with the Principal and Senior Leaders
- Oversee and support the learning support teachers' engagement with parents

PSG & ILPs

- Oversee Program Support Group (PSG) meetings are being conducted effectively and efficiently
- Ensure Individual Learning Plan (ILP) are prepared, reviewed and delivered to ensure that students' needs are met and learning goals are achieved
- Evaluate current practices to ensure effective processes to develop, communicate and implement the student support process

Funding and Reporting

- Maintain and regularly review the record of students on each level
- Ensure teaching staff are aware of levels and have clear recommendations for adjustments to be made in the classroom for each student
- Supporting Coordinators in ensuring that NCCD processes and documentation are implemented and recorded
- Ensuring teaching staff understand their requirements and responsibilities
- Facilitate the connection between teaching staff and learning assistants
- Monitor teacher NCCD entries
- Participate with classroom teachers in identifying and assessing students with disabilities by personally assessing students considered by teachers to be 'at risk'

General Duties

- Ensure the enrolment process provides for the effective educational support of all students
- Ensure budgets are applied for and implemented appropriately
- Collaborate with teachers and Education Support employees throughout the College to develop consistent approaches and share successful strategies, activities and tools that support student learning
- Advise the Business Manager in the development of budgets for Education Support activities
- This position has a nominal teaching allocation
- Other duties as required and directed by the Principal

Specifications

Education and Experience

- Teacher Qualification with a minimum of three years of specialisation in working with students with disabilities
- Current VIT registration
- Post-graduate training or qualification in working with students with disabilities will be highly regarded
- Skills
- An accomplished leader, skilled in supervising and coordinating a group of adult employees, smoothly resolving issues and overcoming obstacles
- Ability to conduct meetings with parents with a focus on building partnerships in the best interests of the child, family and College
- Innovatively able to develop and implement strategy and plans under broad direction
- Sound verbal communication, literacy (spelling and grammar) and numeracy skills
- Familiarity with computer skills including Google Suite, MS Word and Excel is required
- Personal Attributes
- Strong personal commitment and passion for the education of students with disabilities.
- Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed
- Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships
- Committed to upholding the vision and values of Bayside Christian College

Knowledge

- Working knowledge of Christian Education including biblical worldview and implementation in day-to-day interactions, teaching and learning
- Professional knowledge and familiarity with the Australian curriculum, VCE and VCE-VM.
- Expert knowledge and sensitivity to physical, mental and intellectual disabilities and learning difficulties encountered by students
- Expert knowledge of learning and cognitive disabilities affecting children and of contemporary practices in developing learning programs and activities for individual needs
- Able to advise and coach classroom teachers and collaborate closely with specialists

Work-Related Requirements

As the position frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside's Christian worldview perspective.

This Position Description may change at the discretion of the Principal and is subject to an annual review.