



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Inclusive Education Specialist – Preparatory School
Date established:	April 2024
Reports to:	Director of Inclusive Education (K-12)

POSITION OVERVIEW

The Inclusive Education Specialist will work with students, teachers, and families to ensure an optimal level of learning and support for students with additional learning needs. This includes the provision of quality programs, interventions, and adjustments which promote inclusion within a mainstream learning environment. The specialist works alongside students to help them to shine the light on their creativity, wonder, joy and excitement, so that they see their potential as a learner and a change maker.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Teaching qualification and specialist qualifications or extensive experience in working with students with learning difficulties or additional needs.

Personal Attributes & Values

- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Demonstrate a respect for and acceptance of difference in students, parents and staff.
- Actively support students' Rights and Responsibilities as part of a cohesive pastoral care program
- Demonstrate ability to contribute to a positive culture of challenge and support, enabling effective teaching that promotes enthusiastic, independent learners.
- Have a clear understanding of legislative requirements under the *Disability Discrimination Act 1992*, Disability Standards for Education and Child Protection legislation.

- Demonstrated ability to work with and through others to build a professional learning community that is focused on continuous improvement of teaching and learning.
- Have the capacity to work with others to implement clear evidence-based improvement plans and policies.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child wellbeing.
- Have an understanding and awareness of issues related to children's development, education and pastoral need
- Demonstrated success in implementing effective learning interventions for students with diverse needs.
- Strong understanding of learning disabilities, differentiated instruction, and evidence-based intervention strategies.
- Excellent interpersonal and communication skills for collaborating with students, parents, and colleagues.
- Proficient in data collection, analysis, and using assessment results to inform instructional decisions.
- Demonstrate highly developed planning and organisational skills.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

With direct guidance and support from the Director of Inclusive Education (Years K-12), the role encompasses the execution of the following core tasks and responsibilities.

- Planning a developmentally appropriate educational program which fosters the social, emotional, cognitive, and physical growth of each student.
- Develop and implement effective learning interventions based on student data.
- Collaborate with classroom teachers, parents, and support staff to ensure coordinated efforts in meeting student needs.
- Provide small group instruction and differentiated teaching strategies to address specific learning challenges.
- Monitor and assess student progress, adjusting interventions as needed to ensure continuous improvement.

- Monitor the progress of identified students through the development of Documented Plans and analysis of relevant data.
- Collaborate with school leaders to advocate for the needs of students requiring learning interventions.
- Collaborate with staff to support the NCCD and AISWA funding process.
- Maintain accurate records of student interventions, assessments, and progress reports.
- Stay informed about current trends, research, and best practice in the field of Inclusive Education.
- Adopting innovative practice that is responsive to student needs.
- Care for students in a way that reflects the School Purpose and Values
- Be sensitive to students experiencing personal, social or organisational challenges.
- Liaise with colleagues and parents on student pastoral care matters as necessary.
- Provide detailed feedback to parents on student progress.
- Remain up-to-date with curriculum and pedagogy.
- Collaborate with colleagues regularly on pastoral and academic matters.
- Contribute to regular staff and professional development meetings.
- Attend and actively participate in all professional development activities.
- Undertake regular assessment of students and provide meaningful feedback on individual learning.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.