

ST MARY'S COLLEGE BROOME

POSITION DESCRIPTION & DUTY STATEMENT

POSITION TITLE:	Inclusive Education Coordinator
EMPLOYMENT TYPE:	Full Time
REPORTS TO:	Assistant Principal Primary
CLASSIFICATION:	Teachers Salary - Step 1 – 10, dependant on relevant teaching experience as per Teachers Salary Schedule and positional allowance.
DATE LAST REVIEWED:	September 2022
ACCREDITATION LEVEL:	Accreditation to Teach in Catholic Education (Schools)
APPROVED BY:	Principal, St Mary's College

OUR MISSION

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

OUR CORE VALUES

- Courage:** Upholding the Faith and all Christian values and being true to ourselves.
- Love:** Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.
- Empathy:** Listening, understanding, and communicating with others in the spirit of our college
Motto – Listening Hearts.
- Acceptance:** Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.
- Resilience:** Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

OUR MOTTO - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

PURPOSE OF THE POSITION:

The Inclusive Education Coordinator works collaboratively with the classroom teacher and the Primary Leadership team to support assessment for learning of students with additional



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educational needs and identify specific learning and support needs of students. The Inclusive Education Coordinator provides direct support for students with additional learning and support needs through a range of strategies (including direct instruction, including delivery of adjusted learning programs, assessment, and monitoring of progress) in the areas of social integration, language and communication, literacy, numeracy and behaviour. This may include students with confirmed disabilities.

The Inclusive Education Coordinator assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

CORE DUTIES AND RESPONSIBILITIES:

- Collaborate with class teachers, specialist teachers, parents and outside agencies to develop and make amendments to Individualised Education Plans (IEP's) for students diagnosed with a disability OR those working two years below expected level OR those requiring extensive behaviour support.
- Ensure the appropriate delivery of services indicated on the IEP.
- Deliver targeted and individualised learning intervention programs to individual students and small groupings.
- Administer relevant evidence-based intervention programs.
- Engage with outside agencies to arrange in-school support for students.
- Support education assistants to deliver learning programs on an individual basis as well as to support students in inclusive settings.
- Collaborate with relevant staff to create behaviour plans, social stories, visual timetables to support learning engagement.
- Share profile sheets outlining student needs and ways to best support students to relevant staff.
- Collaborate with staff to support inclusion and to foster inclusive practices throughout the school community.
- Support transition of students with additional needs into new school year or to new area of the school.
- Effective communication with parents ensuring understanding of IEP processes, access to agencies and support contact with NDIS.
- Manage a caseload of students who require educational and/or behavioural support including those both in an inclusive/Jarrarr Buru setting.
- Arrange and lead IEP meetings twice a year with parents/caregivers, teachers and relevant agencies and support staff.

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- Support handover of relevant information regarding students with additional needs at the beginning of the school year.
- Work with DP- Primary to allocate relevant education support time for inclusion in mainstream and communicate this with teaching and administration staff.
- Arrange duty rosters to ensure adequate supervision of students with additional needs during play and eating times.
- Create and manage staff timetables for students included in Jarrarr Buru classroom.
- Attend meetings with outside agencies to better support students with additional needs.
- Maintain student files and share relevant communication from outside agencies. Update student plans and document behaviour to SEQTA.
- Maintaining confidentiality and respecting the dignity of the child and families.
- Carry out relevant assessment and reporting procedures including mapping students using the ABLEWA tool.
- Allocating relevant support for students who require it for extra curricula activities such as carnivals, feast days, assemblies and masses.
- Work in collaboration to pastorally support JB team, parents and students.

SELECTION CRITERIA SKILLS AND EXPERIENCE REQUIREMENTS:

Competencies:

- Have highly developed organisational and interpersonal skills including ability to resolve conflict and to lead and build a team
- Possess ability to be a proactive and collaborative member of a team
- Be prepared to participate in Co-curricular activities
- Model and maintain the Catholic ethos and traditions of the College
- A warm, welcoming, and friendly disposition
- Maintain a high standard of confidentiality
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Prepare narrative and statistical reports.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Communicate effectively, both orally and in writing, particularly in writing curriculum.
- Use computer applications for administration and demonstrate a willingness to embrace the new technologies

Qualifications Required:

- Relevant 4 Year Tertiary Qualifications

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- Current registration with Teachers Registration Board WA
- Current Working with Children Check.
- Accreditation to Teach in Catholic Schools or significant progress toward completion. • COVID-19 Vaccination requirements

Desirable:

- Relevant experience in similar position and/or Catholic Education.

Child Safe Framework: St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct: All staff at St Mary's College must always adhere to the College Code of Conduct (please see Staff Code of Conduct).

Occupational Safety & Health: It is every employees responsibility to:

- Promote a safe and healthy working environment that complies with OSH requirements.
- Take a shared responsibility to ensure the safety and wellbeing of self and others.
- Utilise all protective equipment provided and as instructed.
- Work in a safe manner while exercising due care and caution.

