

Appendix 1

Learning Support distribution of leadership April 2024

Associate Principal	Learning Support Program Coordinator (LSPC)	Learning Support Coordinator (LSC)	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
Staffing Advise the LSPC about staffing matters to support strategic direction of Learning Support and CSHS Business Plan.	Lead LST in the identification of staffing needs through funding analysis. Liaise with Business Manager to advertise and recruit staff.	Consult with LSPC on the identification of staffing needs through funding analysis.			
Finance In consultation with LSPC, consider possible intervention for tier 3 and 2 intervention programs / targeted initiative.	Cost Centre Manager Manage the Learning Support budget, including overseeing income from Disability Resourcing. Align spending with strategic and operational plans	Consult with LSPC regarding forward planning and purchasing resources for tier 3 and 2 intervention programs / targeted initiatives.			
Disability resourcing Oversee Disability resourcing processes	Manage and coordinate Disability Resourcing processes. Lead clear processes regarding student	Support and lead clear processes regarding student identification for funding eligibility.	Assist with the information gathering for Disability resourcing checklist applications.	Support data collection for students with Disability Resourcing Support data collection for	Assist with the information gathering for Disability resourcing checklist applications. Attend regular SAER meetings to identify

	<p>identification for funding eligibility.</p> <p>Collaborate with LSC to submit applications for eligible students and complete check list in collaboration with teaching staff and EAs.</p>	<p>Submit applications for eligible students and complete check list in collaboration with teaching staff and EAs.</p> <p>Complete annual Year 8 ASD review check list (including SLP).</p> <p>Regular reviews all levels of disability resourcing, submitting students who need additional adjustments.</p> <p>Yearly renewal of applications for students with SMD.</p> <p>Assist with the information gathering for Disability resourcing checklist applications.</p>		<p>students at educational risk</p>	<p>students who may qualify for SMD disability resourcing.</p>
Associate Principal	Learning Support Program Coordinator	Learning Support Coordinator	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
Building capacity Team	Team	Team	Team	Team	Team

<p>Regular meetings with the Learning Support PC and Learning Support team</p> <p>Leading the performance development of members of the Learning Support team.</p> <p>Supports the professional development of all Learning Support staff as identified by LSPC and linked to operational and strategic plans</p> <p>Teachers Liaise between Learning Support</p>	<p>Leading the weekly meetings agenda for the Learning Support team.</p> <p>Supports the identification of professional development of all Learning Support staff.</p> <p>Performance Development of EAs.</p> <p>Lead the development of EAs and SSC delivery of SEL and targeted initiatives / programs.</p> <p>Lead the development of EAs delivery of Direct Instruction.</p> <p>Manages the PL calendar to Learning Support team.</p> <p>Teachers Liaise between Learning Support Team, Senior Staff and Executive Team.</p>	<p>Facilitation of regular meetings with EAs on student support plan implementation and operations.</p> <p>Teachers Assist with the development of up</p>	<p>Leads, mentors, and models good practice for Education Assistants.</p> <p>Assists in planning and delivering the induction and training of Education Assistant.</p> <p>Assists with the facilitation of weekly meetings.</p> <p>Assists with the PL calendar.</p> <p>Support the team’s ability to record informative student information on OneNote.</p> <p>Assists with day-to-day administrative tasks as required</p>	<p>Share knowledge and experience of student wellbeing with members of the team</p>	<p>Share knowledge and experience of student wellbeing with members of the team</p>
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<p>Team and Executive Team</p> <p>Support the operational goals of Learning Support</p>	<p>Coordinate whole school support for IEP processes and professional development as outlined in the Operational Plan.</p>	<p>skilling teacher’s abilities to differentiate and modify student work.</p> <p>Assists with the PL calendar.</p> <p>Assists with teacher support for SEN reports.</p>			
<p>Associate Principal</p>	<p>Learning Support Program Coordinator</p>	<p>Learning Support Coordinator</p>	<p>Lead Education Assistant</p>	<p>Education Assistant</p>	<p>Youth Support Officer (Mental Health)</p>
<p>Equitable Access to Assessments (EAAs)</p>	<p>Oversee the EAA adjustments for eligible students are submitted for external tasks.</p> <p>Lead the processes and procedures for diagnosis identification including enrolments.</p> <p>Oversee the applications for ATAR EAA.</p> <p>Lead the data entry for EAA adjustments are submitted for</p>	<p>Lead the EAA adjustments for eligible students for WACE applications.</p> <p>Implement the processes and procedures for diagnosis identification including enrolments.</p> <p>Liaise LSPC to ensure students eligible for EAA adjustments are submitted for external tests e.g., NAPLAN and OLNA</p>	<p>Lead the timetabling of EAs to support with exam supervision in consultation with the LSCs.</p>	<p>Support the supervision of EAAs students in year 9 and 10 exam or students requiring separate supervision in senior school exams</p> <p>Advocate for students to receive their EAAs in class assessments</p>	

	external tests e.g. NAPLAN and OLNA	<p>Lead the process for clear communication on student EAA adjustments.</p> <p>Support students with SMD with strategies to support with EAA.</p> <p>Lead the communication of EAA arrangements with students.</p> <p>Maintain EAA student list.</p>			
Associate Principal	Learning Support Program Coordinator	Learning Support Coordinator	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
<p>Case management Consult with LSPC on specific cases requiring Departmental support.</p>	<p>Lead the processes associated with supporting students requiring regular case conferences, external referrals, NDIS support etc.</p> <p>Collaborate with Student Services staff,</p>	<p>Liaising with parents and carers of children with diagnoses, regular case meetings to discuss progress and supports.</p> <p>Referring, communicating and</p>	<p>Assist with the case management of students in ASD SEL timetabled programs.</p>	<p>Deliver SEL timetabled programs to identified students</p> <p>Assist with data gathering to support case management.</p>	<p>Deliver SEL timetabled programs to identified students</p> <p>Assist with the case management of students in ASD SEL timetabled programs.</p> <p>Contributing to raising the standard of teaching, learning</p>

	<p>including HOYs, School Psychologists and SSOs to implement student support plans.</p> <p>Support LSCs in case management of students accessing external supports such as SEND, SENMMH and SENS.</p> <p>Submitting RFAs assistance for specialised equipment, training, or other supports through SEND.</p> <p>Contributing to raising the standard of teaching, learning and attainment for all students with a diagnosis in the school through leading the team case load.</p>	<p>collaborating with external agencies and other support agencies such as SEND, SENMMH and SENS.</p> <p>Assists teachers and EAs with advice on differentiation and scaffolding and other supports to solve problems.</p> <p>Liaise with families and external providers of school-based therapies.</p> <p>Coordinates booking dates in for meetings.</p>			<p>and attainment for SMD students with a diagnosis in the school through regular check ins.</p> <p>Working closely with Student Services to support students with SMD diagnosis.</p> <p>Liaising with parents and carers of children with diagnoses, to discuss progress and internal/external supports.</p>
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Associate Principal	Learning Support Program Coordinator	Learning Support Coordinator	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
NCCD	<p>Leading the upskilling of staff to support the process of NCCD.</p> <p>Leading the processes associated with collection of NCCD data for census.</p>	<p>Leading and implementing the collection of NCCD data for census</p> <p>Collate and enter data into MAZE for census.</p>			
<p>Documented Planning Liaise with Executive on processes surrounding the development and implementation of Documented Plans.</p>	<p>Leading the process and procedures of documented plans creation and communication, including Student Profile, Personalised Emergency Evacuation Plans (PEEP), Learning Support Plans (LSP)</p>	<p>Working closely with LSPC to ensure consistency within the school regarding supporting students with documented plans.</p> <p>Communicate with parents regarding the process and implementation of Student Profiles and Documented Plans.</p>	<p>Assisting with the process and procedures of Student Profiles (Documented Plans) creation and communication.</p>	<p>Assisting with the process and procedures of Student Profiles (Documented Plans) creation and communication.</p>	<p>Assisting with the personalisation of all documented plans for SMD students.</p>

Associate Principal	Learning Support Program Coordinator	Learning Support Coordinator	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
<p>Transition Coordinates the process of transition; including primary school visits, orientation day, case conferences.</p>	<p>Leads the process of student identification through primary school visits and case meetings.</p> <p>Leading the Year 6 extended transition of students with diagnoses. Identify areas of need for targeted programs as part of the transition process.</p>	<p>Writes the support plans for students coming into CSHS with diagnosed conditions.</p> <p>Identify students who may benefit ASD SEL program during transition.</p>	<p>Leads assigning EA support to transition days.</p>	<p>Assists the process of supporting students identified as requiring ASD SEL program during transition.</p>	<p>Facilitate and support transition processes for students starting at CSHS.</p>
<p>Learning Support Oversee the creation of Support Planning and Documentation Policy</p> <p>Support the development of a Strategic Plan for Learning Support</p>	<p>Lead the implementation of the Support Planning and Documentation Policy.</p> <p>Create and implement an Operational Plan for Learning Support</p> <p>Design and implement a Strategic</p>	<p>Develop and implement the Support Planning and Documentation Policy</p> <p>Support the development of an Operational Plan for Learning Support</p> <p>Support the development of a</p>	<p>Develop and deliver the EA induction manual</p> <p>Implementation of the Support Planning and Documentation Policy</p>	<p>Support the development of an EA induction manual</p> <p>Implementation of the Support Planning and Documentation Policy</p>	<p>Implementation of the Support Planning and Documentation Policy</p>

	<p>Plan for Learning Support.</p> <p>Support the Lead EA in developing EA inducting manual</p>	<p>Strategic Plan for Learning Support</p> <p>Contribute to the development of an EA induction manual</p>			
Associate Principal	Learning Support Program Coordinator	Learning Support Coordinator	Lead Education Assistant	Education Assistant	Youth Support Officer (Mental Health)
EA Timetables	<p>Oversee the timetabling relating to targeted initiatives and programs</p> <p>Manage scheduling regarding leave requests for EAs.</p>	<p>Assist with the staffing, timetabling and staffing of low sensory room</p> <p>Support the Lead EA with timetabling processes, including the time allocation for students with different levels of funding.</p>	<p>Lead the creation of individual EA timetables and the complexities of ensuring students have the allocated time and supports. Lead the daily changes required for relief timetabling.</p> <p>Consult with teachers and Learning Support Team on upcoming changes to timetables.</p>		
Social and Emotional Learning (SEL) programs					

<p>Consult with the Learning Support Team on identification of programs to support targeted initiatives</p>	<p>Lead the identification process, planning, resourcing, and timetabling of all SEL programs including:</p> <ul style="list-style-type: none"> - ASD SEL program - Zones of Regulation <p>Lead the ongoing identification of research-based strategies to improve the quality of the program.</p> <p>Train and upskill other EAs where necessary in the program.</p>	<p>Lead the identification process, planning, resourcing, and timetabling of all SEL programs including:</p> <ul style="list-style-type: none"> - ASD SEL program - Zones of Regulation <p>Lead the ongoing identification of research-based strategies to improve the quality of the program.</p> <p>Train and upskill other EAs where necessary in the program.</p> <p>Assist with the communication of SEL programs to parents and teachers.</p>	<p>Assist with the identification process, planning and timetabling of SEL programs.</p> <p>Deliver the Zones of Regulation program to individual students when required.</p>	<p>Assist with the identification process, planning and timetabling of SEL programs.</p> <p>Deliver the Zones of Regulation program to individual students when required.</p>	<p>Assist with the identification process, planning and timetabling of SEL programs.</p> <p>Deliver targeted programs to identified groups of students weekly.</p> <p>Work closely with the Learning Support PC, LSC and HOYs to identify, develop and deliver quality programs.</p> <p>Assist with the communication of programs to parents and teachers.</p>
<p>Associate Principal</p>	<p>Learning Support Program Coordinator</p>	<p>Learning Support Coordinator</p>	<p>Lead Education Assistant</p>	<p>Education Assistant</p>	<p>Youth Support Officer (Mental Health)</p>
<p>Literacy and Numeracy</p>	<p>Collaborate with the Literacy and Numeracy</p>				

	Coordinator on identification of potential students for literacy and numeracy support.				
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Manager of Corporate Services:

- Performance Management of Education Assistants.
- Assisting with administration e.g., updating Flex purchase invoices, spreadsheet of outgoings.
- Assisting with payments on purchases.
- Others.

Administration Tasks:

- Assist with organising communication with primary school visits.
- Assist with the collation of student information from primary school visits.
- Assists with the enrolment process of students with disabilities, following up with documentation and updating MAZE.
- IEP distribution to parents each semester.
- Equitable Access to Assessments (EAAs) planning.
- NCCD data entry.
- Achievement and Learning Reporting processes.
- LST Newsletter / CSHS Bytes.
- Others.