



BRIGHTON GRAMMAR SCHOOL

Position Description

Position Title:	Individual Programs Coordinator
Division:	Junior School
Date Revised:	October 2009

Position Overview

The primary responsibility of the Individual Programs Coordinator within the Junior School at Brighton Grammar is to oversee the development and delivery of the Special Education program. In doing so the Individual Programs Coordinator works closely with teaching staff to implement best practice teaching methodologies, link special education theory to practice, actively involve all students in the learning program and encourage risk-taking and learning from mistakes.

The Individual Programs Coordinator is responsible to the Head of Junior School and plays a key role in ensuring the learning needs of all students, be that from a developmental or gifted perspective, are met through their experiences at Brighton Grammar School.

The Individual Programs Coordinator is expected to be a role model with regard to leadership style, management of issues and the display of positive behaviours. The role requires a detailed knowledge of contemporary pedagogy with an emphasis on special education.

The Individual Programs Coordinator has a full time teaching load (1.0) with four periods of release per week. In addition to this the incumbent is expected to be actively involved in the extra-curricular program of the School providing support and assistance where required.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School Community and participate fully in events and activities, playing a vital ambassadorial role as a representative of Brighton Grammar Junior School.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Position Description is subject to review and modification by the Headmaster or Director of Human Resources in response to the changing needs of the School, and the development of the skills and knowledge of the Individual Programs Coordinator.

Responsibilities

Day to day Operations

- Overseeing the successful running of the range of programs offered to students within the Junior School who have additional needs be that for development or extension purposes.
- Updating and maintaining information in the Staff and Student Handbook relating to the Special Education program at Brighton Grammar.
- Coordination of submissions for Government funding as required for students within the Junior School.
- Coordination and allocation of Integration Aides to support student learning within the Junior School.
- Participation in Special Education meetings within the Junior School and wider School at Brighton Grammar.

Staff Support

- Coaching and mentoring fellow staff within the Junior School who are responsible for teaching students with additional needs.
- Coordination of staff in-services and professional development relating specifically to advancements and skill development in Special Education.

Teaching Duties

- Monitoring student progress and addressing performance concerns with relevant staff in order to develop actions plans to address identified gaps.
- Assisting students to achieve their potential within the subject area.
- Ensuring that different levels of ability and learning styles are accommodated.

Other Responsibilities

- Attendance at professional development workshops and seminars in order to keep up to date with best practice in Special Education.
- Implementation of new teaching methodologies within the Junior School.
- Manage the Special Education program within the designated budget.
- Undertake other duties as required by the Head of Junior School or Headmaster.

Experience and Qualifications Required

- Current Teaching registration (primary school experience preferred).
- Bachelor of Education or equivalent.
- Extensive experience in primary education and a strong understanding of principles and practice of student learning strategies.
- Detailed understanding of current initiatives in primary education.
- Demonstrated experience in implementing special education programs within the context of a Junior School.
- Experience managing and working within the constraints of a budget.

Key Competencies Required for the Position

Relating and networking

- Establishes good relationships with students, staff and parents.
- Builds wide and effective networks of contacts inside and outside Brighton Grammar School.

Presenting & communicating information

- Speaks clearly and fluently.
- Expresses opinions, information and key points of an argument clearly.

Planning and organising

- Sets clearly defined objectives and identifies and organises resources needed to accomplish tasks.
- Ability to manage projects effectively end to end, liaising with internal stakeholders and external suppliers / providers.

Creating and innovating

- Produces new ideas and approaches with respect to achieving goals.
- Devises effective change initiatives.

Formulating strategies and concepts

- Sets and develops strategies relating to the development of the educational / learning program.
- Takes account of a wide range of issues across, and related to, the special education program.

Learning and researching

- Encourages an organisation's learning approach (i.e. learning from successes and failures).
- Manages knowledge (collects, classifies, and disseminates knowledge of use to the other staff within the Junior School).

Working with people

- Recognises and rewards the contribution of others.
- Listens, consults others and communicates proactively.

Accountability and Extent Of Authority

- Performs tasks within the limits of operational policies and procedures.
- Ensures successful management of the Special Education budget.
- Solves day-to-day problems in accordance to operational directions, guidelines and procedures.
- Seeks guidance and authorization when undertaking tasks which are not routine to the role and when completing tasks which will be issued to parents or regulatory bodies.

Reporting Relationships

This position reports to:	Head of Junior School.
Direct reports to this position:	None.
Internal relationships	In carrying out these responsibilities the Individual Programs Coordinator will liaise with individuals across the Junior School as required in order to fulfill the inherent requirements of the position. In addition to this the role also interacts with staff across the whole of Brighton Grammar school with more emphasis placed on those in the Junior School.
External relationships	The Individual Programs Coordinator will liaise with members of the School parent community and extended families, relevant committees and associations, and other external parties as necessary to fulfill the objectives of the position.