Individual Needs Coordinator

Plenty Campus

Position Description

The Plenty Campus of Ivanhoe Grammar School invites applications for an Individual Needs Coordinator to commence in 2017. **This is a full-time ongoing position to commence Wednesday 25 January, 2017.** The successful candidate will hold a Post Graduate qualification in Individual Needs with at least 5 years’ experience in either Primary or Secondary Schools in an equivalent role. Professional knowledge in Early Literacy skills would be beneficial. The successful applicant will be part of the Student Pastoral Team working with the Heads of Year, School Psychologist, and the Deputy Head of Campus. VIT Registration is required.

The focus will be upon supporting students in the Middle Years - Years 7 to 9. The School uses Edutest, York Assessment for Reading Comprehension (YARC), PATMaths and PAT-R, to name a few. Demonstrated expertise in data analysis, testing interpretation and the monitoring of student progress is essential. Applicants should have experience developing Individual Education Plans for students with individual needs. Experience with gifted education would be well regarded. Experience with supporting student applications for VCE Special Arrangements would be beneficial but not mandatory.

The ability to teach Middle School Mathematics and/or English would be an advantage. The successful applicant will be an enthusiastic educator of young people with a keen interest in developing their skills and knowledge.

**Specifically:**

The Individual Needs Coordinator at The Plenty Campus will be required to:
- Monitor all students in Years 7 – 12 identified with specific learning needs
- Provide individual assistance to individual needs students as required
- Provide literacy / numeracy support for Years 7 – 9
- Provide in-class support within the regular classroom
- Coordinate Support Staff
- Coordinate Standardized Assessments in the Secondary School
- Completing, recommending and/or interpreting assessment and data
- Liaison with external professionals and internal specialists
- Interview and appointment of Integration Aides in consultation with the Deputy Head of Campus
- Provide a proven ability to develop productive relationships and communicate effectively with students, staff and parents regarding student needs
Organization and communication of special examination arrangements Years 9 -12
Assisting with Year 7 transition
Completion of funding accountability processes with ISV and the NCCDSSD
Completion of compliance requirement
Excellent organizational and administrative skills, including a high level of attention to detail

In General:

- Liaise with classroom teachers regarding curriculum differentiation and strategies to assist individual needs students
- Liaise with teachers to plan appropriate programs for students needing support
- Develop capacity of staff to meet the needs of identified students in Years 7 – 12
- Provide a resource for classroom teachers regarding suitable resources and materials to support individual students
- Liaise with Individual Education staff, Integration Aides, Educational Psychologists, Pastoral team, Teaching Staff and Parents
- Assist with the modification of assessment where appropriate
- Assist with the design, implementation and assessment of literacy support programs
- Develop suitable resources for the programs
- Assess and monitor students’ progress and assist with the provision of informative reports for parents and teachers
- Assist with enrichment programs where appropriate, for example Tournament of Minds
- Assist with the development, implementation and evaluation of Individual Education Plans (IEPs)

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School’s Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

Awareness of teaching in an ICT and laptop school would be an advantage. Applicants must have a genuine love of learning and be able to demonstrate a commitment to student centred learning, collaborative practice, pastoral care, co-curricular responsibilities and the philosophy and values of Ivanhoe Grammar School.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Please refer to the School’s website www.ivanhoe.com.au/currentvacancies for the application process. Only applications using the Schools online Application for Employment form will be accepted. Applications will be shortlisted upon receipt and interviews will take place during this process.

The position will close when a successful candidate has been appointed. Previous candidates who applied for the recently advertised role, need not apply.

Applications should be addressed to:

Deputy Principal/Head of Plenty Campus
Ivanhoe Grammar School
PO Box 224
MERNDAY VIC 3754

Phone: (61 3) 9490 1877