

Position Description: HEAD OF STUDENT SERVICES

THE KING DAVID SCHOOL



GENERAL

The Head of Student Services is responsible for overseeing the functions of the Student Services Department which includes Learning Support, Psychological Services, Disability support and English as a Second Language. This specifically entails assisting all students to achieve all that they are capable of in the academic, social and emotional domains.

ACCOUNTABILITY

The position will be accountable and directly responsible to the Vice Principal (Student Wellbeing). The Head of Student Services liaises with the relevant Heads of Schools.

GENERAL DUTIES

The Head of Student Services will be responsible for:

- The delivery of high quality Learning Support
- The delivery of effective and timely psychological services
- The delivery of English as a Second Language
- The organisation of aides in the school
- The management of students with special needs
- The management of all process and systems in Learning Support
- The management of all process and systems in Psychological Services
- Ensuring ongoing professional development for all members of the department.

SPECIFIC DUTIES

- Management of budget and allocation of funding to employ aides/tutors. Approval of in-services and purchases including liaising with Finance Department and the weekly updating of the spreadsheet on the "S Drive."
- Attendance at PSG meetings as needed
- Ensures that PSGs are run every term, IEPs are written and lodged on the "K" Drive.
- Receive and check weekly work programs.
- Management of funding applications- Commonwealth, State and MJCAS
- Convener of Meetings for Student Service Department
- Manage applications for VCAA special provisions
- Mentoring of staff
- Updating of special provisions including sanctioning approvals
- Liaise with JSIP and MJCAS regularly.
- Allocation of Learning Support and psychology loads in consultation with Vice Principal (Student Wellbeing).
- Submission of the Disability Census, National Census, B'nai B'rith Funding Applications and ISV Accountability Report

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SPECIFIC DUTIES BY TERM

Term 1

- Assessment of new students
- Organisation of staff timetables
- PSG's for all relevant students
- Learning Support handover meetings for staff
- Applications for special arrangements for VCE students
- Organisation of aide contracts and timetables
- Attend JSIP meetings.
- Lodge disability support applications for new students.

Term 2

- Adjustments to aide timetables
- PSG's for all relevant students
- Organisation of special arrangements for students completing examinations
- Ordering of test material and testing of all learning support students
- Attend JSIP meetings

Term 3

- Organisation of staff timetables
- Adjustment of aide timetables
- Assist Heads of School to lodge ISV Literacy and Numeracy applications
- Lodge AISV disability applications.
- PSG's for all relevant students
- Submit budget for the following year.
- Attend JSIP meetings

Term 4

- Adjustment of aide timetables
- JSIP applications for funding
- Organisation of special arrangements for students in exams.
- Ordering of test material and testing of all special education students
- PSG's for all relevant students
- Order books and stationery for staff
- Marking and supervision of whole school testing
- Whole school summary sheet of testing given to Heads of School.
- Employment of aides
- Attend JSIP meetings
- Communication with parents of students identifying their learning support teacher, transfer or discontinuation of learning support

Weekly: Check aides' time sheets, sign and send copy to Payroll Office.

Aide employment changes: Fill in an "Employment Changes Form" and send to Payroll Office.

Funded Students leaving or enrolling at KDS- Notify JSIP.

Other duties as directed

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ESSENTIAL SKILLS

The Head of Student Services must be able to demonstrate:

- Superior inter and intra personal communication skills in written and spoken language
- Strong administrative, coordination and organisational skills
- Ability to inspire and lead a team
- Ability to inspire respect as an outstanding educator

KEY RESULTS AREAS

To ensure that:

- Students are tested and assessed in order to identify learning support requirements.
- Teachers are advised of individual students' learning difficulties and curriculum differentiation requirements
- Timetables of Learning Support staff are organised to provide individual Learning Support sessions
- Applications for funding are submitted in a timely manner
- School Assistants (aides) are engaged to work with students with disabilities on integration programs
- Special arrangements are organised for students with special needs sitting examinations

KEY PERFORMANCE INDICATORS

KPI 1	A very high level of communication with all staff about the learning needs of relevant students.
KPI 2	A Learning Support program that effectively remediates student's learning difficulties
KPI 3	Psychological services that are highly practical and assist in helping students improve their behaviours and emotional states.

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