



## MISSION STATEMENT

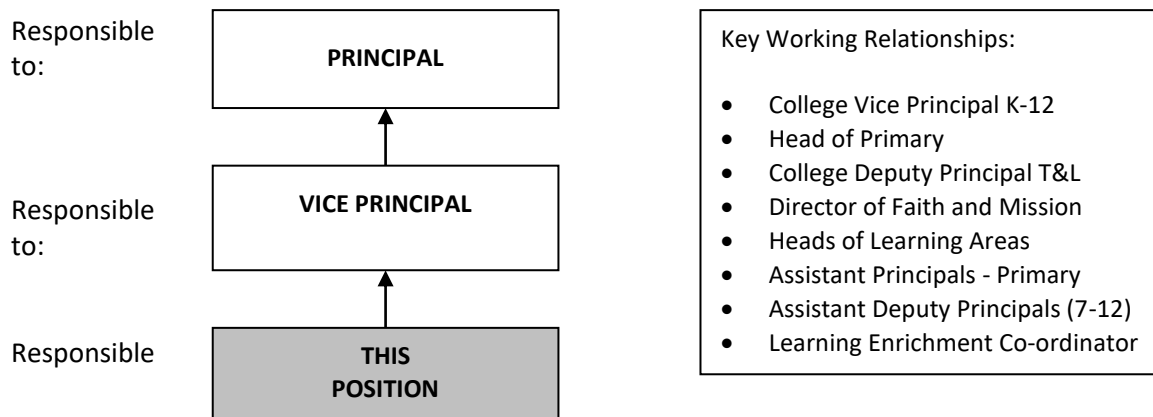
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

## ROLE DESCRIPTION

### 1. POSITION IDENTIFICATION

SECTION : Teaching  
POSITION : Head of Mary Ward (Primary and Secondary)  
AWARD : John XXIII College Council Teaching Staff Enterprise Bargaining Agreement

### 2. POSITION RELATIONSHIPS



### 3. POSITION OBJECTIVES

The College recognises the uniqueness and innate dignity of each individual and seeks to provide an appropriate education for all students.

Mary Ward (PK-12) makes a unique and important contribution to the ethos of the College as a caring and supportive community committed to the education of all students with disabilities.

Students with disabilities will be integrated into classes where practicable and according to specific abilities of students

A significant focus of this role will be to identify and support students with disabilities.

### 4. PRINCIPAL RESPONSIBILITIES

The Head of Mary Ward should model LEAD in the Catholic School.

- LEARNING is what we do - We are committed to learning at every level.
- ENGAGEMENT is essential - We are committed to our mission through relationships with all.
- ACCOUNTABILITY is not optional - We have personal and collective responsibility for our success.
- DISCIPLESHIP is our calling - We are committed to deepening our relationship with Jesus

The Head of Mary Ward is appointed to:

- Complement and support the Principal
- Assist with the efficient operation of the College
- Provide vision and leadership in the delivery of educational support programs for students with disabilities
- Manage the efficient operation of the educational program of all students with disabilities.
- Promote the successful inclusion of students with disabilities in the mainstream programs of the College.

## **5. OTHER DUTIES**

- Establish and evaluate individual learning programs to meet the short-term and long-term goals of each student
- Organise appropriate diagnostic assessment for each student
- Plan and implement academic, pastoral, social and behavioural programs for each student
- Develop and implement regular review and reporting procedures for each student
- Contribute to the teaching program for each student
- Arrange appropriate non-school placements particularly for work experience/transition programs
- Liaise regularly with parents regarding the student's progress and ongoing goals
- Organise training sessions for parents
- Assist teachers to meet the learning needs of each student in such areas as:
  - learning goals and outcomes
  - student expectations and management
  - learning strategies
  - assessment and reporting
  - resources and teaching materials
  - parent liaison
- Assist with the professional development of staff
- Support and supervise Education Assistants
- Develop procedures for students with disabilities
- Assist with enrolment procedures
- Establish and implement procedures for the regular review of each student including case conferences and review panel(s)
- Prepare and submit applications for support to Catholic Education Western Australia (CEWA), Government Agencies and other Community Agencies
- Ensure accurate and efficient record keeping for each student
- Develop and monitor an annual budget for staff and capital and recurrent resources
- Liaise with the Catholic Education Office and other agencies regarding support personnel, work experience and transition school to community
- Ensure appropriate resources/equipment are available and properly maintained
- Prepare an annual report

- Develop duty statements and timetables for Education Assistants and relevant Administration staff
- Maintain a current understanding of research regarding the education of students with disabilities.
- Any other duties as required by the Principal.

## **6. SELECTION CRITERIA**

The Head of Mary Ward will have:

- Formal qualifications in Special Education and be able to demonstrate significant understanding, knowledge and skills in the delivery of education to students with disabilities.
- Strong interpersonal skills to relate well with staff, students and parents
- Professional expertise combined with educational vision and strong sense of purpose consistent with the Mission of the College
- Outstanding practice in inclusive education
- Understanding current educational issues
- Exemplary leadership skills
- Ability to listen, challenge and act with justice, integrity and care
- Knowledge of contemporary leadership principles and practices
- Minimum four year degree status, with appropriate tertiary qualifications
- Eligibility for registration as a teacher in Western Australia
- At least 5 years teaching experience