



Inclusive Education Support Coordinator

Position Description

Area of Employment	Middle/Senior School
Status and Tenure	Permanent Part Time
Position Reporting To	Director, Inclusive Education
Accountability	Director, Corporate Services
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Inclusive Education Support Officer is responsible for contributing to the efficient operation of the Inclusive Education team through the coordination of data, documentation, and administrative processes that support inclusive learning.

Reporting and Working Relationships

The Inclusive Education Support Officer reports directly to the Director of Inclusive Education.

PART A

Key Areas of Responsibilities

Individual Learning Plans (ILPs) and Student Documentation

- Draft, update, and maintain Individual Learning Plans (ILPs) (One Plans) and Student Adjustment Snapshots in consultation with the Director of Inclusive Education (DoIE) and teaching staff.
- Ensure all ILPs and Snapshots are current and accurately uploaded to the relevant data systems.
- Collect, input, and manage relevant student data (including DIBELS and NAPLAN adjustments) to support personalised learning and reporting processes.

Data Management and Reporting

- Collate and update data across AMS, LMS, SMS, and Synergy to ensure accurate student information.
- Support NCCD processes through data collection, organisation, moderation, and system updates.
- Gather and analyse information from teachers and data systems and reports to assist with the preparation and uploading of PLG Personalised Reports.
- Monitoring of 'Consent2Go' for updating student information in relation to learning needs.

Administrative and Coordination Support

- Provide administrative assistance to the Director of Inclusive Education, including managing communications and schedules with Allied Health Professionals and other staff.
- Record minutes for Inclusive Education and related meetings as required.
- Assist with new enrolment processes, including the collection and organisation of student information.
- Distribute and maintain updated ESO timetables for relevant staff.





General Support

- Undertake general administrative duties and other tasks as directed to support the effective operation of the Inclusive Education team.
- Ability to work within a class setting with students with additional support needs.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Essential Requirements

- Certificate III in Education Support.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).

Personal Attributes

- Customer service ethos and positive mindset.
- High standard of personal ethics and good character.
- Supportive of the Christian ethos of the College and a commitment to independent education.
- Understanding of and ability to maintain confidentiality.

Skills, Experience and Knowledge

- Experience in the creation of ILPs.
- Experience in supporting student learning, including students with diverse learning needs and disabilities in a school environment.
- Demonstrated administrative skills, including experience in a wide range of computer programs including assistive technologies to support student learning and Microsoft Office applications.
- Sound ability to work with limited supervision and handle high volumes of work, and organise, prioritise and meet deadlines.
- Sound ability to work as part of a team and develop positive working relationships with the College community including students, parents and staff.
- Highly developed organisational and time management skills.
- Ability to exercise judgement and initiative to resolve issues.
- Ability to show flexibility, adapt to team dynamics and work cooperatively with others.

