

## Role Description

# Head of Special Education Services (HOSES)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>24215</b>	Content Manager No.	<b>09/171766</b>
Work Unit	<b>Nominated School Special Education Program Nominated Region Early Childhood and State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>Stream 2, Level 1 to 2, Teaching in State Education Award – State 2016</b>		
Job Type	<b>Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined</b>		
Salary Range	<b>per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Head of Special Education Services, you will:

- Promote an inclusive culture and practices within the school community to ensure equity and excellence for students with disability.
- Develop and support a high quality of teaching and adjustments for students with disability in accordance to related legislation and policies.

The Head of Special Education reports to the Principal.

### Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Manage and coordinate the delivery of high-quality advice and support provided by the Special Education Program and/or Early Childhood Development Program.
- Lead and manage the Special Education Program and/or Early Childhood Development Program to provide advice to classroom teachers for students with disability as needed.
- Provide high quality advice to the school leadership team, classroom teachers and other school staff to develop, plan and implement effective reasonable adjustments for students with disability.
- Coordinate and provide intensive targeted teaching for students requiring intervention.
- Provide, support and/or coordinate case management for students who require extensive or substantial adjustments.

- Support classroom teachers and other school staff to access departmental or other external specialist services, professional development, and supports as needed.
- Participate in school decision making processes as well as professional development to contribute to school goals, vision and planning.
- Implement and coordinate school-wide systems including data systems to monitor students with disability and record the Nationally Consistent Collection of Data on School Students with Disability.
- Form and maintain partnerships with parents, other government agencies, and community groups to support students with disability.
- Manage human, financial, facilities and curriculum resources to achieve goals.

**A mandatory requirement of this role is:**

- Current full registration, or current provisional registration with eligibility for full registration, as a teacher in Queensland. Information on registration requirements is available at [www.qct.edu.au](http://www.qct.edu.au) or on toll free 1300 720 944.

### **How you will be assessed**

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Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated teaching competence and capacity to provide curriculum leadership in the area of special education leading to the achievement of quality learning outcomes for all students.
2. Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
3. Capacity to use analytical skills to contribute to educational outcomes at the school level.
4. Capacity to effectively manage human, financial and physical resources to deliver high quality organisational outcomes.
5. Demonstrated support for, and the capacity to develop and maintain, an organisational culture based on ethical professional and personal behaviours and corporate values.

Please note: The final criteria will be addressed through referee reports and elaborated on at interview. Do not write to this in your written application.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.
- For further information regarding applying for teaching positions, refer to the Department of Education's teacher employment information at <https://teach.qld.gov.au/apply-to-teach/submit-your-application>