

Learning Enrichment Teacher Position Description

Good Shepherd College



Position Title: Learning Enrichment

Scope: Senior Campus

Reports To: Director of Learning

Award: LEVNT Multi-enterprise Agreement 2018

Accountable To: Principal

Salary: According to LEVNT EBA

Employment: Full Time

Tenure: Permanent

GOOD SHEPHERD COLLEGE MISSION STATEMENT

Good Shepherd College is a place of faith and learning where people are inspired, cared for and equipped to live as active contributors in the community.

PURPOSE OF THE POSITION

The primary objective of the Learning Enrichment Teacher is to work collaboratively with staff and families to provide quality teaching and learning experiences that support the needs of students with disabilities and specific learning difficulties, on the senior campus (Year 7-12), with a special focus on Year's 7-10. A key aspect of this role is liaison with teachers in the modification of classroom activities and assessment tasks. The role has administrative responsibilities associated with learning needs assessment, reviews and subsequent acquittal to external bodies.

In this role, the Learning Enrichment Teacher is to:

- model service as shown to us by our Lord and Saviour Jesus Christ
- support the Principal and other college staff in fulfilling the aims and purpose of Good Shepherd College, and to support and maintain the philosophy and ethos of the college as "A place of faith and learning."
- display the qualities of building positive relationships, good organisation, discernment in decision making and sound communication skills.
- abide by the Staff Code of Conduct
- be familiar with and follow the college's policies and procedures
- carry out the responsibilities to the best of their ability and in a safe manner as outlined the college's Workplace Health and Safety Policy and associated procedures
- reflect on their own work performance and seek further training or professional development opportunities to update knowledge and skills

The Learning Enrichment Teacher is responsible to the Principal, via the Director of Learning.

PERSONAL SPECIFICATIONS

- Proven ability to work unsupervised, meet deadlines and set priorities.
- Demonstrate professionalism and confidentiality appropriately.
- Use of email, online systems and IT communication tools.
- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.

KEY DUTIES AND RESPONSIBILITIES

The role of the Learning Enrichment Teacher is to support the teaching and learning programs of the college. The Learning Enrichment Teacher is directly answerable to the Director of Learning and is expected to contribute to the strengthening of college culture in the following areas:

1. Strengthening Lutheran Identity

- 1.1. Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership.
- 1.2. Support the Lutheran ethos of the college (as outlined in the Framework for Lutheran Schools).

2. Enhancing Excellence in Teaching and Learning

- 2.1. Facilitate a positive mindset with students and a focus on achieving personal best.
- 2.2. Use effective classroom management strategies that will encourage students to take responsibility for their learning.
- 2.3. Prepare and maintain documentation including Independent Learning Plans (ILPs) and National Consistency Collection of Data (NCCD) requirements
- 2.4. Facilitate and document ILP meetings with key stakeholders (students, parents, staff).
- 2.5. Provide support and guidance to school staff, such as modification of programs and/or assessments for students with additional needs, including students with disabilities and learning difficulties and gifted students
- 2.6. Liaise with parents of students with ILP's, student welfare teams and external specialists (as 'case manager' and support workers)
- 2.7. Support teaching in Years 7-10, including delivering English, Maths and Project-Based support lessons.
- 2.8. Run targeted intervention/support programs.
- 2.9. Organise/facilitate PD for staff in differentiation/appropriate adjustments for students with additional needs.
- 2.10. Direct and support Teacher Aide's assigned to students with learning needs in conjunction with the Director of Learning.
- 2.11. Perform other day to day operations as requested by the Principal.

3. Engage in Ongoing Improvement and Innovation

- 3.1. Engage in ongoing professional learning to update knowledge and practice, targeted to professional needs and college priorities.
- 3.2. Engage in reflection, collaborative planning, monitoring and review.

4. Community Building

- 4.1. Foster effective partnerships with students, staff, parents and members of the wider community.
- 4.2. Act professionally at all times in dealing with students, peers, members of the profession and members of the community.
- 4.3. Actively support the co-curricular program of the college.

5. Leading Effective Organisation and Management

- 5.1. Know and adhere to college policies and procedures.
- 5.2. Have an awareness of personal health and well-being for themselves and their colleagues.
- 5.3. Adhere to the workplace health and safety requirements of the position.
- 5.4. Assist with other college activities as required, such as special events.

SELECTION CRITERIA

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The successful applicant will need to demonstrate or have the demonstrated capacity to respond to the capabilities described below:

- SC1 **Strengthening Lutheran Identity** - What influenced you to consider service in a Christian school and what is your commitment to, and understanding of, a Christian ethos?
- SC2 **Excellence in Teaching and Learning** - What skills, experience or knowledge do you have in working with young people and within a school setting?
- SC3 **Ongoing Improvement and Innovation** - What other skills, experience or knowledge can you bring to the college?
- SC4 **Building Community** - How do you build positive relationships with students, parents, colleagues and the wider community (provide examples)?
- SC5 **Leading Effective Organisation and Management** - How do you ensure that you manage competing demands and maintain focus on the key elements of your role?
- SC6 **Personal Qualities** - Do you have, or are you eligible to receive a Working with Children check and have you ever had any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

CHILD SAFETY

As Good Shepherd College has a commitment to child safety, staff will be responsible for understanding, applying and promoting the college's child safety commitment, policies and procedures, including:

- complying with the college's Child Protection policies;
- identifying and proactively addressing risks;
- identifying indicators of possible child abuse;
- reporting concerns;
- taking all practice steps to protect students where a risk to their safety has been identified;
- managing disclosures;
- promoting resilience and reporting amongst students.

WORKPLACE HEALTH AND SAFETY

All staff are expected to comply with the WH&S Policy, legislative requirements and to adhere to safe work practices by:

- ensuring adherence to WH&S policies and procedures.
- consulting with staff on WH&S issues.
- ensuring that staff are equipped with the information, instruction, training and supervision that they need to work safely
- identifying and assessing, if necessary, and controlling hazards within their area of responsibility
- encouraging early reporting of incidents
- assisting with initiating early return to work on suitable duties after a workplace injury
- ensuring that all staff, including volunteers and contractors, are aware of, and abide with, all relevant health and safety procedures
- ensuring all plant and equipment is properly maintained
- acting as a role model by demonstrating safe work behaviours

EXPERIENCE, QUALIFICATION AND SPECIAL CONDITIONS:

- Relevant teaching qualifications (Degree or above)
- Possess current Working with Children (WWC) Check
- The role has administrative responsibilities associated with learning needs assessment, reviews and subsequent acquittal to external bodies.
- Experience in ILP and NCCD requirements will be beneficial.
- There is a high degree of parental liaison and student pastoral care embedded within the activities of the position.