



POSITION TITLE:	Learning Support Teacher – Junior School
DATED:	November 2017
REPORTS TO:	Head of Learning Support
Prepared by:	Head of Human Resources

POSITION PURPOSE

This role is for a knowledgeable and committed learning support teacher.

It is expected that the applicant has a strong background in literacy and numeracy, and appropriate qualifications in Special Education and relevant experience in the school environment.

POSITION STATUS

This is a permanent full time position, commencing at the start of the 2018 school year, Friday 19 January, the new staff induction day.

FUNCTIONS & RESPONSIBILITIES

Identification and assessment

- Use diagnostic testing to identify strengths and weaknesses of individual children;
- Take referrals from staff about students needing support;
- Implement an effective student identification system;
- Assist with testing for incoming students.

Interventions

A range of these will be implemented through the learning support program, depending on the identified needs of children

- Write and implement individual programs for children with learning difficulties;
- Contribute to team teaching;
- Conduct withdrawal classes – individuals and small groups as well as working within the classroom;
- Consult with staff on modification of curriculum to cater for students with learning difficulties;
- Conduct short-term skills-based units in consultation and collaboration with the Learning Support Coordinator.

Professional relationships

- Liaise with Head of Learning Support, Head of Junior School, Deputy Head of Junior School, class teachers, junior school psychologist and external professionals where appropriate;
- Offer advice for staff regarding methods of teaching appropriate for students with learning difficulties, including numeracy and literacy;
- Contribute to the professional development of teaching staff in relation to the needs of children with learning difficulties;
- Refer children for further assessments where appropriate ;
- Attend Learning Support team meetings;

- Attend other faculty meetings regularly, as appropriate;
- Liaise with integration aides in relation to support of students.

Professional activities

- Attend relevant professional learning activities;
- Assist with maintenance of assessment tests and resources;
- Maintain records of learning support provided to individual children;
- Consult with parents of children receiving individual/small group support;
- Attend parent-teacher interviews when required;
- Provide written reports for children receiving support;
- Assist with maintenance of Learning Support student files.

Any other tasks as deemed appropriate.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.