



---

Position Title:	Learning Enhancement Teacher – Junior School
Prepared:	April 2023
Reports To:	Director of Pedagogy and Head of Junior School
Prepared by:	Director of Human Resources

---

### Position Purpose

This position is for dedicated and passionate Learning Enhancement Teacher to work with students in the Junior School, prep to year 4.

They will have a strong background in all learning enhancement areas, evidence based best practice and relevant involvement in the school environment.

### Position Status

- Fixed term part time, Full time Equivalent (FTE) 0.6, covering a staff member on parental leave.
- Commencing Monday 24 April, or as negotiated and ending Thursday 14 December 2023.

### Qualifications specific to the role

- Preferred, but not essential - Master's in special education or equivalent
- Primary Teaching qualification
- Experience supporting the differentiation of the curriculum within the primary environment

### Duties and Responsibilities specific to the role

#### General

#### Identification and assessment

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

#### Interventions

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

- Implement evidence-based intervention programs for children with learning difficulties
- Contribute to team teaching
- Conduct classes – individuals and small groups – withdrawal as well as working within the classroom
- Consult with staff on adjustments of curriculum to cater for students with learning difficulties

- Conduct short-term skills-based units in consultation and collaboration with the Head of Learning Enhancement

#### Professional relationships

- Liaise with Head of Learning Enhancement, Heads of School, Heads of Years, classroom teachers, school psychologists and external professionals where appropriate
- Provide recommendations for staff regarding adjustments of teaching practice as appropriate for students with learning difficulties
- 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 Enhancement team meetings
- Attend other faculty meetings regularly, as appropriate
- Liaise with Learning Enhancement Assistants 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 enhancement provided to individual children
- Consult with parents of children receiving individual/small group support
- Attend parent-teacher meetings as required
- Provide written reports for children receiving support
- Maintain records of adjustments for NCCD documentation
- Assist with maintenance of learning enhancement student files

Any other tasks as deemed appropriate for the role.

### Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

### Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## 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.

This position is covered by the conditions stipulated in the St Leonard's College Agreement 2020, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - 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.