



Pymble Ladies' College

POSITION DESCRIPTION

Title: Junior School EAL/D (English as an Additional Language or Dialect) Teacher

Reports to: Junior School Learning Support Co-ordinator

POSITION SUMMARY

The Junior School Learning Support Teacher is responsible to the Junior School Learning Support Co-ordinator and Head of Junior School and works closely with the Head of Student Support Services, Junior School Learning Support Staff and Junior School Class teachers.

As part of the Learning Support Department this position will provide language and literacy support for EAL/D in the Junior School (Years 3-6).

KEY RESPONSIBILITIES

1. Program Delivery and Evaluation

- 1.1 Work with a range of teachers as part of a team and with students to improve student achievement in language and literacy
- 1.2 Work collaboratively with teaching staff to identify, assess, differentiate, plan, prepare and deliver effective teaching programs and interventions for students with identified EAL/D needs
- 1.3 Support teachers of students with EAL/D needs
- 1.4 Teach individuals and small groups of identified students, In consultation with the Junior School Co-ordinator of Learning Support, to develop skills in language and literacy
- 1.5 Team teach with classroom teachers as appropriate
- 1.6 Work collaboratively with mainstream teachers within a co-teaching model of support
- 1.7 Work collaboratively with Year Co-ordinators to annotate programs indicating the adjustments made to cater for students with significant EAL/D needs
- 1.8 Maintain and update teaching expertise and knowledge of evidence-based intervention strategies for students at risk

1.9 Assess new EAL/D students and make recommendations to enrolments and the Head of Junior School for placement in the Junior School.

2. Communication with Key Academic/Pastoral Staff and Parents

2.1 Provide feedback to Learning Support Co-ordinator, Head of Junior School, Head of Student Support Services, academic and wellbeing staff and parents as required

2.2 Report regularly to the Learning Support Co-ordinator on student progress

2.3 Work collaboratively with teaching staff and the Learning Support Coordinator to identify students who require a formal assessment, and obtain feedback on student's progress

2.4 Case manage students as required

2.5 Contribute to learning discussions with parents and class teachers

2.6 Build competency in Junior School staff by developing their expertise in meeting the needs of students classified as EAL/D and how to support them in class

2.7 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner

2.8 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College

2.9 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

3. Risk and Compliance

3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices

3.2 Meet the expectations for safety in the workplace and report potential risk to the Head of Student Services

3.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary

3.4 Report directly to the Principal on any matters relating to child protection

3.5 Consistently adhere to College policies and procedures.

4. Professional Learning

- 4.1 Remain abreast of current and best practice standards
 - 4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.
- 5. Other duties may be required from time to time**

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Post-Graduate qualifications in TESOL and knowledge of, and experience with, supporting students in Years 3-6 with EAL/D needs
- Appropriate teaching qualifications which comply with the NSW Teacher Accreditation Act
- Sound knowledge and understanding of cultural diversity
- Extensive knowledge of NESA Syllabus requirements, with particular knowledge of Stages 2 and 3 across all areas of the curriculum and have a sound ability to teach literacy
- Experience and interest in utilising digital technologies to enhance learning
- Sound knowledge of summative and formative assessment to evaluate student learning using different strategies and to use this information to inform teaching practice
- Willingness to explore innovative approaches to teaching and learning
- Proven ability to work collaboratively as a member of a team and in effective liaison with key academic and pastoral staff to enhance student outcomes
- A track record of positive, professional relationships with staff, students and parents
- Well-developed communication and interpersonal skills
- Demonstrated commitment to continuous improvement
- Willingness to actively participate in the College's coaching program and culture
- Ability to demonstrate professional conduct and discretion at all times.