

Pymble Ladies' College

POSITION DESCRIPTION

Title: Junior School Learning Support Teacher

Date Updated: 21 January 2022

Reports to: Junior School Learning Support Co-ordinator

Position Purpose and Objectives

The Junior School Learning Support Teacher is responsible to the Junior School Learning Support Co-ordinator and the Head of Junior School and works closely with the Junior School Learning Support Staff and Junior School class teachers. As part of the Learning Support Department this position will provide literacy and numeracy support for those students in the Junior School (Years 3-6) identified with specific learning needs in literacy and numeracy.

Core Job Role Accountabilities

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 literacy and numeracy
- 1.2 Work collaboratively with teaching staff to identify, assess, differentiate, plan, prepare and deliver effective teaching programs and interventions for identified students
- 1.3 Support teachers of students underachieving in literacy and numeracy
- 1.4 Teach individuals and small groups of identified students to develop skills in literacy and numeracy
- 1.5 Team teach with classroom teachers as appropriate
- 1.6 Provide critical review and ongoing evaluation of implemented literacy and numeracy support programs
- 1.7 Maintain and update teaching expertise and knowledge of evidence-based intervention strategies for students at risk

1.8 Work collaboratively with the Junior School Learning Support Co-ordinator to provide relevant information for the preparation of National Disability Data Collection for students with additional needs

1.9 Develop, implement and evaluate Individual Education Plans for identified students.

2. Communication with Key Academic/Pastoral Staff and Parents

2.1 Provide feedback to the Junior School Learning Support Co-ordinator, Head of Junior School, academic, pastoral and parents as required

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

2.3 Work collaboratively with teaching staff and the Junior School Learning Support Co-ordinator 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 Contribute to feedback meetings with the Educational Psychologist and the student's parents following formal assessment when required, and conduct follow-up meetings with teaching staff to inform them of the learning needs of students and to advise of the strategies to address the needs

2.7 Build competency in Junior School staff by developing expertise in a particular area of Special Education

3. Administration and Records

3.1 Maintain and regularly update a program which outlines each student's specific needs and how they are being supported

3.2 Place recommendations and teaching strategies to support individual students on the College's database

3.3 Maintain and support the process for recording significant and confidential communication from parents and teachers

3.4 Contribute to regular Learning Support Faculty meetings, Case meetings and relevant Grade meetings in the Junior School.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

- 6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

7. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Qualifications in Special Education and knowledge of, and experience with, supporting students with additional needs
- Appropriate teaching qualifications which comply with NESA
- Sound knowledge of current theory and practice in Special Education
- Extensive knowledge of NESA Syllabus requirements across all areas of the curriculum and have a sound ability to teach literacy and numeracy
- 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