

## Position Description

### Education Officer: Early Years Literacy

<b>Position Title</b>	Education Officer: Early Years Literacy 1.0FTE
<b>Position Number</b>	
<b>Location</b>	Berrimah, Northern Territory
<b>Name of Employee</b>	TBA
<b>Reports to</b>	Leader: Teaching and Learning
<b>Works closely with</b>	Education Officer: Early Years Education
<b>Salary range</b>	\$119,364 + Superannuation
<b>Position Description last reviewed</b>	November 2019

Catholic Education Northern Territory seeks to establish quality learning environments where students participate in the Church's mission of discipleship within the Catholic tradition. In the Diocese of Darwin, they are established by the Bishop as part of a Eucharistic community, to educate and form young people holistically and according to Gospel values.

#### Position summary

The Education Officer: Early Years Literacy provides professional support to school leaders and staff working in the areas of Early Years Literacy in Catholic education. The key focus of the position is to:

- support schools in pedagogical approaches to Early Years Literacy and Transition to School and
- support schools in developing effective and research based programs in phonemic awareness, phonics, reading and writing of early years learners

#### Key Responsibilities

##### Catholic Identity

- Promotes the Catholic identity, mission and vision of the school
- Witnesses to *the Sharers' of Vision* Catholic Education Northern Territory statement
- Exercises pastoral care and wellbeing to all students and staff
- Assists in the integration of a Catholic Worldview across the curriculum

##### Teaching and Learning

- Assists Principals, teachers and support staff to enhance learning outcomes for all students in the early years in Catholic education
- Provide support for leadership teams and school staff to assist them in achieving identified school strategic and improvement plan goals and Diocesan goals in the Early Years of Learning
- Support early learners (T – 2) in the area of planning and programming in age appropriate pedagogy and play based learning
- Provide contextualised professional learning support which reflects the strengths and challenges of each early learning school site
- Support effective transitions from pre-school / early learning centres to schooling
- Provide professional learning support in relation to the implementation of play-based and inquiry-based learning
- Develop the capacity of classroom teachers in the use and delivery of appropriate early intervention strategies to enhance phonemic awareness, phonics, reading and writing in early years learners
- Provide professional support to teachers and assistants in their understanding of effective, research based literacy programs that meet the individual needs of students and schools
- Provide professional support for teachers in aligning planning and programming for Literacy to the Australian Curriculum
- Support classroom teachers and assistants in schools to develop Aboriginal Education/ Two Way Learning in the foundational years of schooling

Position No		Version	1	Title	EO: Early Years Education and Literacy	
Date Approved		Approved By			Review Date	
Policy Application	Catholic Education Office			SIRF Area	Teaching and Learning	

## **Work Health and Safety Responsibilities**

It is the employee's responsibility to:

- perform work at all times in a safe manner and to comply with all safety standards
- take reasonable care to ensure their own safety and not affect the safety of others
- engage in the consultation process and take part in programs to improve safety
- identify hazards, report workplace incidents/injury/near miss as soon as practicable

## **Essential Criteria**

- Sound knowledge of current research and theories within the early years of learning
- Sound understanding of the Australian Curriculum, Age Appropriate Pedagogies
- Practical experience in the use of intervention strategies and programs to develop phonemic awareness, phonics, reading and writing in early years learners (E.g. Jolly Phonics, Read, Write, Inc, THRASS)
- Demonstrated ability to work with Teacher Assistants in the development of first language literacy
- Demonstrated ability to lead adult learning in a wide variety of social and cultural contexts
- Demonstrated awareness of the social, economic and cultural diversity within the Northern Territory in relation to teaching and learning
- Significant experience in the area of Early Years Education and Literacy
- Demonstrated ability to work collaboratively and lead peer professionals
- Proven capacity to work effectively with a wide range of people
- Demonstrated initiative and self-reliance

## **Desirable Criteria**

- Working knowledge of *Assessment of Student Competencies (ASC) Tool*
- Active membership of relevant professional associations and organisations
- Experience teaching in Northern Territory schools and/or Early Learning Centres
- Professional leadership experience
- Good understanding of the structure and operation of Catholic Education Northern Territory

## **Essential Qualifications**

- Post-graduate qualifications in Early Childhood Education
- Teacher registration with the Northern Territory Teacher Registration Board (or working towards)
- Current Working with Children Clearance (Ochre Card)
- NT driver's licence

## **Further Information**

- Catholic Education Northern Territory is committed to working in partnership with schools and their communities to assist them to provide the highest quality education for students attending Northern Territory Catholic Schools.
- This position requires travel outside normal business hours throughout the Northern Territory. Travel may be required in light aircraft, or 4WD and preparedness to stay in a range of accommodation available to visiting staff on remote communities

## **Enquiries**

- Contact Denis Lee (Team Leader: Teaching and Learning) (08) 8984 1400 or [denis.lee@nt.catholic.edu.au](mailto:denis.lee@nt.catholic.edu.au)
- Applications addressed to The Director of Catholic Education, Mr Greg O'Mullane, P O Box 219, Berrimah NT 0828
- Applications close at 4.00pm on Thursday 12 December 2019