

Selection Criteria and Position Description

Position Title: Temporary Part Time Learning Support Teacher K – 12
(Parental Leave Cover)

Employment Period: Mid Term 1, 2020 until end of Term 4, 2020

Responsible to: Principal

Applications close: Friday 29 November 2019 @ 3pm

All applications with supporting documents to be emailed to the Principal's Assistant:
janelleclarke@richmond.nsw.edu.au

Selection Criteria

Essential Criteria:

1. Relevant qualifications in accord with NSW Institute of Teachers requirements
2. Active participation in a local church and commitment to the Christian Faith
3. Commitment to Christian education
4. Highly developed written and verbal communication skills
5. Experience in programme development and delivery
6. Experience in identifying and supporting students with special educational needs
7. Experience in coordinating Individual Education Plans
8. Understanding of relevant child protection legislation
9. Current Working with Children Check clearance

Desirable Criteria:

1. Experience in preparation of NCCD & SWD documentation as required under legislation
2. Experience in the preparation of funding submissions
3. Commitment to ongoing professional development
4. Experience in the operation of Microsoft Office suite and relevant technology
5. Current First Aid Certificate

Personal Attributes

- Commitment to sharing the Christian Faith
- Enthusiasm to work as an integral part of a small team to achieve desired outcomes
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Initiative
- Methodical and organised approach to duties
- Commitment to ethical work practices.
- Able to develop strong relationships with students and parents

Position Description

Temporary Part Time Learning Support Teacher K-12 0.8FTE (Parental leave cover)

Position Objective

To deliver high quality educational outcomes in accordance with the College's mission and Ballina Christian Education Association Ltd vision and objectives.

Vision Statement

A Christ centred learning community exploring and impacting God's world.

Mission Statement

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory.

Schedule of Duties

- Promote and protect the Christian ethos and culture of the College
- Identify and support students with special educational needs
- Coordinate necessary Individual Education Plans
- Contribute to the preparation of Nationally Consistent Collection of Data on School Students (NCCD) & Students With Disability (SWD) documentation for the school as required under legislation
- Contribute to the preparation of funding submissions for the school
- Prepare and coordinate the program requirements for classroom activities, and participate in regular program reviews with the relevant Head of School
- Deliver teaching programs and maintain a classroom environment that integrates Christian principles in accordance with the College's ethos.
- Participate as a member of the team to support the overall goals and objectives of the College.
- Maintain discipline in accordance with the school's policies.
- Promote a learning environment that maximises outcomes for individual students
- Ensure that legislative requirements are achieved through the reporting of incidents and compliance with Work Health and Safety and Child Protection legislation.
- Participate in staff meetings and parent interviews
- Participate in promotional events and evenings for the College
- Participate in roster requirements including playground duties, and other administrative functions.
- Provide a high level of support to other teachers and the Principal in the delivery of the College's educational outcomes.
- Participate in formal and informal professional development courses during non-term time
- Undertake training in Christian education
- Represent the College in a manner that is consistent with the aims and objectives of the Ballina Christian Education Association Ltd.

- Comply with the professional teaching standards in accordance with the NSW Institute of Teachers and participate in the College’s Teaching Staff Engagement programme
- Complete allocated tasks on time and to the expected standards
- Be prompt in carrying out directives given by the Executive
- Compile and maintain all required classroom related documentation
- Comply with relevant legislative responsibilities

Performance Appraisal

A Performance Appraisal will be conducted annually within the framework of the NSW Institute of Teachers competencies, and Key Performance Objectives based on the Selection Criteria.

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*** This description presents the major responsibilities required for this job title. The position may require the performance of additional duties as assigned. ***