



ST MARGARET'S ANGLICAN GIRLS SCHOOL

Position Description:

Learning Enhancement Teacher

Reports to:

Learning Enhancement Coordinator – Pre-Prep – Year 12

Status:

The role will commence in January 2020 and be initially offered on a 12 month contract

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission, vision and values of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Leading by example to staff, students, parents through the fostering of quality relationships.
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Purpose

The Learning Support and Enhancement Program at St Margaret's incorporates the provision of support to students with exceptional needs, from learning disabilities to gifted and talented students. The focus of this program is a teaching and learning philosophy based on a developmental and differentiated curriculum.

The primary role of a teacher at St Margaret's Anglican Girls School is to follow the St Margaret's Quality Teaching and Learning Framework and Student Wellbeing Framework to develop and deliver high quality learning programs that encourage students to achieve academically and become lifelong learners. To achieve this, a teacher must demonstrate commitment to professional behaviour and competence and work as a productive team member of the Faculty and the School. This role is accountable to the Deputy Principal through the Learning Enhancement Coordinator – Pre-Prep - 12. All teachers are also required to support and participate in the school Activities program.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

As part of the Learning Enhancement Department you will:

- Assisting with the AARA process and documentation
- Contribute to the learning support program for students in the secondary and primary schools
- Work with students with additional needs including:
 - Students with physical and intellectual disadvantages (funded and non-funded);
 - Students not previously identified as requiring extra support but displaying this requirement.
 - Students with social anxieties impeding their learning.
 - Students who require extension and enrichment
- Prepare and coordinate learning support programs
- Prepare scaffolding of assignments to assist outcomes
- Supervise lessons and exams for learning support students, if required
- Coordinate the accessing of resources where required.
- Assess prospective students as part of the enrolment process as required
- Develop and maintain detailed plans of the aims, objectives and evaluation of both the individual student learning plans and progress of the student with additional needs.
- Facilitate adjustments and modifications to the regular curriculum
- Facilitate access and adaptations to the physical environment
- Collaborate with the Learning Enhancement Coordinator and Primary and Secondary Teachers to ensure an effective and integrated P-12 program
- Consult with the HOFs, classroom teachers, parents on a regular basis, noting students of concern
- Meet regularly with all staff involved with the verified students to discuss DLPs/PLPs
- Prepare and submit the NCCD (National Consistent Collection of Data) as required
- Discuss students on NCCD list at staff meetings to highlight concerns
- Liaise with all staff about special consideration for learning support students
- In support of students with learning enhancement needs, assisting teaching staff in the process of identifying and adopting appropriate support practices and teaching strategies to enhance the learning experience and outcomes for a wide range of students.
- Promote, inclusive practices and processes:
 - Assist class teachers to identify students with special needs in their classes
 - Coordinate and/or facilitate support programs with classroom teachers
 - Ensure the provision of special provisions for eligible students
 - Promote new practices based on sound educational research which reflect the St Margaret's Quality Teaching and Learning Framework
- Reporting to parents of learning support students both formally and informally
- Discuss learning support students with visiting professionals where necessary

- Work with AVT (advisory teachers) who specialise in hearing impaired, visually impaired and physical impairment to help with the verification process.
- Liaise with learning support teachers at other schools to network and share information.

As a teacher you will:

Provide dynamic, flexible and effective instruction in the classroom to students to ensure quality learning outcomes by:

- Creating and maintaining a supportive and motivating framework to allow students to achieve their potential
- Developing and utilising a range of teaching strategies and approaches to enhance the learning experience for a wide range of students
- Planning, preparing, organising and teaching lessons that reflect a sound knowledge of current relevant subject syllabi, innovation and St Margaret's work programs
- Demonstrating a level of classroom management which maintains an environment conducive to learning
- Utilising a range of current technology to maximise the opportunity for effective teaching and learning
- Developing and using a range of appropriate evaluation techniques for formative assessment and setting and supervising summative assessment tasks
- Carrying out reporting and other administrative duties as required in an accurate, efficient and timely manner
- Regularly providing constructive informal feedback to students on their progress
- Participating in the Faculty and other relevant committees to share ideas and contribute to teacher excellence in the School
- Maintaining membership of professional bodies and regularly participating in their development opportunities

Provide supportive and effective Pastoral Care to students by:

- Developing a rapport with, and demonstrating genuine concern for all students
- Monitoring the behaviour and attitude of all students
- Supporting and administering school policies relating to discipline, punctuality, and dress standards for students. This includes keeping daily records
- Acting as a first point of contact for parents where appropriate, or making a referral to the Heads of Year.

Support the School's Anglican ethos, values and holistic philosophy by:

- Consistently role modelling behaviour and values that demonstrate support for and commitment to Christian and school values and ethos. This includes demonstrating respect for every member of the school community
- Willingly participating in the co-curricular program and utilising the opportunity to engender team and competitive spirit among students
- Attending academic and year level events to support students and parents as appropriate
- Embedding the pastoral care program and ensuring the general well-being of all students

- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the aesthetics and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear their name badge
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards.

Other duties that may be reasonably directed from time to time:

- The Principal and supervisor may direct other relevant and reasonable duties as required.
- The School reserves the right to modify the position duties as required.

SELECTION CRITERIA

1. Willingness to support the School's core values and Anglican ethos.
2. Qualifications and experience in inclusive education, learning support or similar.
3. Qualifications to teach in at least one other subject.
4. Ability to apply well-developed communication skills to develop rapport and relationships with students, staff and parents.
5. Ability to use a range of teaching strategies to meet the different learning needs of students, including integrating IT where appropriate.
6. Willingness to work collaboratively and effectively with other members of the Faculty to develop and share resources.
7. Ability to operate in an organised and systemic manner with respect to planning and preparation.
8. Willingness to contribute to the co-curricular and extra-curricular programs.

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process as part of the recruitment process and successful candidate must comply with School policies and relevant legislation relating to Student protection.

**TO BE CONSIDERED FOR AN ACADEMIC POSITION AT ST MARGARET'S,
APPLICANTS MUST BE CURRENTLY REGISTERED OR BE ELIGIBLE FOR
TEACHER REGISTRATION IN QUEENSLAND**