

Learning Enrichment Teacher

The Learning Enrichment teacher role works with individuals, groups, teachers and parents to provide support for diverse learners with additional social and academic needs. Under the guidance of the Director, the teacher uses data to identify student need, provide intervention, collaborate with stakeholders and evaluate programs and processes to ensure student learning outcomes are maximised.

This role supports the Director and the Principal in maintaining and developing the school mission of Excellent in Education, Christianity in Action. In this role, the teacher is a role model personally and professionally.

Reports to:

- Director of Learning Enrichment
- Primary Learning Enrichment Co-ordinator (in addition, for Primary)

Areas of Responsibility:

- Learning
- Administration
- Wellbeing
- Life of the School

Support the Principal in the continuing development of the school as a centre of learning and excellence:

- Retain professional currency with educational theory, practice and networks to provide current and relevant advice regarding curriculum differentiation, enrichment and extension programs.
- Implement and assist class teachers to implement the Response to Intervention framework to support students with diverse learning needs, including use of assessment and tracking
- Write Individual Learning Plans (ILPs) and Learning Profiles (LPs) in collaboration with key stakeholders (parents, student, teachers, Wellbeing staff, other professionals)
- Program and provide targeted interventions for individuals and small groups and track their impact
- Partake in exam provisions, NCCD processes and other department and whole school meetings
- Attend staff meetings to liaise with relevant teams
- Adhere to school and Learning Enrichment policies, department routines and procedures

Support the Principal to ensure the effective and efficient administration of the school:

- Complete all academic and wellbeing reporting requirements in an accurate, caring, timely and efficient manner
- Ensure that roll marking procedures for attendance are fulfilled according to School policy
- Maintain accurate records in relation to student issues, ensuring security and confidentiality, and communicate to Director of Learning Enrichment

Support the Principal in developing a community that values the individual, and that promotes authentic professional relationships and compassion for others, so that each student will flourish:

- Foster high quality relationships with staff and students and ensures that each student is treated as a whole person with individual needs.

- Work one-on-one or in small groups with students needing assistance.
- Facilitate students' confidence to learn and staff confidence to work with individuals.
- Respectfully liaise with parents to support student learning outcomes.
- Foster positive, safe and well-managed learning environments.

Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect and the utmost professionalism
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise, working with and support the wider school team
- Commit to personal and professional growth with preparedness to undertake professional learning (as per School priorities)
- Participate in co-curricular activities
- Assist in monitoring a safe and secure school environment for self, staff and students
- Exercise discretion and confidentiality regarding student information
- Contribute to the development of policy, procedures and processes and provide recommendations to the Heads of School, Heads of Departments, Year Advisers

Additional potential: *Mentor Group Teacher responsibilities (Secondary) may be given to Learning Enrichment Teachers in Secondary (see Mentor Teacher description)*

Role interactions:

Liaises directly with:

- Learning Enrichment Director/Co-ordinator (for Primary) and team
- Wellbeing team
- Teaching team
- Year Advisers (Secondary)
- Mentors (Secondary)
- Parents and students

Requirements (qualifications, knowledge, skills, abilities, behaviours):

- Degree qualified in Learning Support/Enrichment with up-to-date knowledge of developments including NCCD and other relevant disability legislation
- current NESA accreditation
- supportive of a Response to Intervention model
- solid experience in assessing and catering for students with diverse needs to maximise their learning outcomes including implementing flexible curriculum and assessment
- a proven repertoire and desire to share teaching strategies to suit the physical, social and intellectual development of a range of students
- experience in co-ordinating and creating ILPs/IPs,
- experience recasting course material for small groups and specific needs,
- effective communication
- resourcefulness and initiative
- competency with information technology relevant to the teaching, learning and administrative aspects of role in a school
- flexibility, adaptability and resilience to work in a dynamic environment
- productivity, effective organisation and capacity to fulfil teaching administrative requirements
- First Aid certificates

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.

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