



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Learning Enrichment
Position Title:	Junior School Learning Enrichment Coordinator
Position Classification:	As per Lutheran Schools SA Enterprise Agreement
Tenure:	As per Employment Agreement

COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

ACKNOWLEDGEMENT OF COUNTRY

St Martins Lutheran College acknowledges that the school is built on the Traditional Land of the Boandik people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Junior School Learning Enrichment Coordinator provides direct and timely specialist assistance to students who have additional learning and support needs, thereby promoting a culture of inclusivity where everyone has the opportunity to achieve their potential.

The Junior School Learning Enrichment Coordinator will pay particular attention to students who experience barriers to their learning or those needing support to extend their learning and capabilities. Primarily, but not exclusively, this position will focus on literacy, numeracy, and social and emotional development of students in the Junior School. They will respond to student needs and plan, program and engage collaboratively with other staff to ensure the safety, wellbeing and academic achievement of students.

2. Reporting / Working Relationships

The Junior School Learning Enrichment Coordinator works under the direction of the Head of Junior School Wellbeing. The Junior School Learning Enrichment Coordinator will work in collaboration with classroom teachers, Learning Enrichment Officers, the Director of Junior School Teaching and Learning, the Middle and Senior School Learning Enrichment Coordinator and the Junior School Wellbeing Leader.

All staff members are ultimately responsible to the College Principal.

3. Special Conditions

Teachers are employed under the conditions specified in the current Lutheran Schools SA Enterprise Agreement.

A probationary period of 20 term weeks will apply.

4. Extent of the Role

The role of the teacher is largely a collaborative role regarding delivery of programs under the framework provided by ACARA and College guidelines. The work of teachers at St Martins is informed by the Australian Professional Standards for Teachers and ethics for working in a Lutheran School.

5. Judgement

The role of teacher is largely autonomous in terms of classroom practice under the ACARA framework and the College's Pedagogical Framework and guidelines. Teachers are expected to respond to the needs of students, and plan, program and engage collaboratively with other staff to provide for the safety, wellbeing and academic achievement of each student.

Teachers will abide by College policies and procedures, and perform all duties as requested by the Senior Management Team.

6. Statement of Key Outcomes & Associated Activities

Responsibilities and expectations

- Support the Christian ethos of the College.
- Devise, implement and evaluate appropriate programs for identified students in the Junior School on flexible or alternate programs.
- Work with class teachers in the Junior School in devising and delivering classroom programs to improve the learning outcomes for students.
- Participate in the regular teaching of students with additional needs in small groups, 1:1, larger groups or at class level modelling good practice.
- Support classroom teachers in selection and access of additional classroom resources including ICT to support literacy and numeracy learning in the classroom.
- Develop positive working partnerships with students, parents and staff to support and improve student learning and student inclusion.
- In collaboration with teachers, assess literacy/numeracy levels of students, identify any barriers to learning and make appropriate recommendations based on assessment and other observations to improve student outcomes.
- Support and assist in documenting and reporting of student progress in intervention programs in Years R-6 in collaboration with the Learning Enrichment Team.
- Assist and support the Learning Enrichment staff in the supervision of Junior School students who attend Flexible Learning.
- Support Junior School teaching staff to develop One Plans for students in collaboration with parents/carers, specialists and other stakeholders and monitor the effectiveness of adjustments over time.
- Recognising the importance of early intervention work in consultation with allied health professionals (Speech, Occupational Therapist, Psychologist, Counsellors, Social Workers) to identify specific challenges of students and support interventions required ensuring that classroom teachers are kept informed.
- Work collaboratively to organise and manage transitions for students new to Junior School and students moving from Junior to Middle School. This includes the collection and sharing of relevant information.
- Manage the Junior School Learning Enrichment Team, including staffing, budgets, resources, spaces and sourcing appropriate professional development.
- Manage timetables for Junior School Learning Enrichment staff based on the identified needs of students and in consultation with class teachers.
- Complete the National Consistent Collection of Data on Schools Students with Disability (NCCD) each year.
- Where necessary, attend Child Development Unit meetings, Team Around Child meetings and distribute information to relevant staff.
- Liaise with key staff and external agencies so as to ensure the effective management of teacher support, funding and resources within the Junior School Learning Enrichment area.
- Act in partnership with parents, peers and all College staff in the building of a positive and supportive College community.
- Respect the confidentiality of College information, including student records and sensitive discussions about students.
- Effectively carry out all required administrative responsibilities such as maintaining records and information sharing with staff, parents and support agencies.
- Care for and nurture students as they grow and develop.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Current registration with the South Australian Teachers' Registration Board (including a Working with Children Check).
 - Qualifications in Special/Inclusive Education and/or extensive teaching experience in a specialised setting (highly desirable).
 - Evidence of current Responding to Risks Harm, Abuse and Neglect training.
 - A minimum of Basic Emergency Life Support training.
 - Teacher Accreditation in Lutheran Schools Australia or willingness to complete upon appointment.
 - Valuing Safe Communities training with Lutheran Education or willingness to complete upon appointment.
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2. Personal Skills, Abilities & Aptitude

Skills

- Demonstrate organisational and time management skills.
- Demonstrate high level communication and interpersonal skills when relating to students, parents, staff and other teachers.
- Demonstrate a sound knowledge of the development of young people and pedagogical practice for Junior School students.
- Be a resourceful, flexible and creative thinker in developing programs for students and supporting teachers.
- Work as part of a team which includes teachers, Learning Enrichment Staff, School Counsellors, Wellbeing Team, Heads of School Wellbeing and professionals from outside agencies.

Abilities

- Select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students incorporating the Australian Curriculum.
- Incorporate the use of ICT's in teaching and learning and in supporting students to develop their skills.
- Accept, promote and manage change.
- Respect the confidential nature of all personal data associated with staff and students, and demonstrate integrity in all things.
- Provide observations and reports for professionals from outside agencies.

Aptitude

- A personal commitment to the College's Purpose, Vision, Mission and Values that underpin the delivery of a Christian based education is essential.
- A willingness to learn, undertake mentoring, reflect on own teaching and grow professionally.
- Demonstrate commitment and capacity to actively contribute to a broad range of College activities as a member of the College team.

3. Experience

- Experience in classroom teaching.
- Experience in learning support or a flexible learning environment.
- Working successfully and collaboratively with other team members.
- Involvement in professional communities, or willingness to be involved.
- Experience in external reporting systems (e.g. the NCCD).

4. Knowledge

- A thorough knowledge and understanding of current and emerging trends in a wide range of teaching and assessment strategies to suit the needs of a diverse range of students incorporating the Australian Curriculum.
- Working knowledge of the Disability Discrimination Act (DDA) and in the Disability Standards for Education (DSE) legislation and its implications for schools.

5. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace

6. Classification Level

Teachers are classified according to their qualifications and experience as outlined in the current Lutheran Schools SA Enterprise Agreement.

7. Performance Standards & Review

An annual Performance Review is undertaken with the Head of Junior School Wellbeing to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

(Principal (Print Name))

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: