

Education Support Teacher

POSITION DESCRIPTION



Title	Education Support Teacher
Position of Leadership	n/a
Commencement	30 January 2018
Length of Tenure	Ongoing
Timetabled Class Load	Minimum 18 periods per fortnight (not including individual or small group intervention work)

*“Young people need good teachers, like visible angels”
(MTR 5.1, Med 206.1)*

The Education Support Teacher is responsible to Education Support Team Coordinator, for the support arrangements for students with special educational needs, in accordance with College policies and procedures. The position works within the spirit of the Lasallian ethos, as outlined in the De La Salle College Mission Statement, Vision and Values statements.

The Education Support Teacher will support subject teachers, learning support officers and parents in fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the area.

The duties include:

1. identification of students with special needs through teacher referral and testing procedures and, where appropriate, to make recommendations to the Education Support Team Coordinator regarding the capacity of the College to accommodate the needs of a prospective enrollee;
2. development of student profiles for students identified as having special needs;
3. ongoing monitoring and assessment of student progress;
4. preparation of applications, as required, for access to funding for students with special needs;
5. Program Support Group arrangements for all funded integration students;
6. the construction of students' Personalised Learning Plans (PLPs), and provide support to teaching and support staff in implementing the goals and strategies of personalised learning plans;
7. arrangements for students' special provisions for exams;
8. coordinated supervision of the College's Learning Support Officers (LSOs), including:
 - development of timetables and duty rosters, in cooperation with the College Timetabler;
 - regular, ongoing monitoring of performance.
9. To be a member of a working group assembled to attend to Nationally Consistent Collection of Data (NCCD) requirements and funding submissions;
10. To provide one-on-one or small group work with English as an Additional Language (EAL) students. This includes intensive support for class and homework as well as targeted, in-context language support, as appropriate;
11. To create arrangements for smooth and effective communication between parents/students/school in the event of there being language and/or cultural issues. This may include organising interpreters for Parent Teacher Interviews and other meetings, on a needs basis;
12. To work in cooperation with the Directors of Learning and Development in developing and facilitating teacher professional learning programs with the aim to develop resources, programs and strategies to maximise the learning of special needs students in the regular classroom;
13. To participate, as appropriate, in Transition visits and the gathering of information from Primary and other feeder schools about incoming students with special needs. This includes subsequent dissemination & sharing of information;
14. To be alert to sector and government policy developments in the area of Education Support/Special Needs. This includes attendance of relevant network and Catholic Education Melbourne briefings and meetings;

Other duties as required from time-to-time by the Principal.

Child Safety

Staff must adhere to the following:

- Be familiar with and comply with the College's Child Protection – Child Safety Policy and the Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff in the department are to be advised that they are to:

- take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- follow established safe working procedures, instructions and rules;
- cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Intranet/Policies.

Other

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

All employees at De La Salle College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and GECV Commitment Statement to Child Safety.

Criteria

The successful applicant will be able to demonstrate:

1. a commitment to Catholic, Lasallian education;
2. a commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
3. proven success as a teacher;
4. a sound grasp of current educational thought and practice;
5. appropriate Education Support qualifications;
6. demonstrated competence in the use of ICT in an educational setting;
7. excellent communication, administrative and organisational skills;
8. a vision for the provision of support for students with special needs;
9. an ability to work productively with fellow teachers and support staff in a collaborative decision making structure.

Appropriate postgraduate qualifications and educational experience are an advantage.

De La Salle College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.