



LEARNING ENHANCEMENT TEACHER POSITION DESCRIPTION

REPORTING TO: Learning Enhancement Coordinator

CAMPUS: Melton

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

Learning Enhancement Teacher Positions will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

KEY OBJECTIVES:

The Learning Enhancement and Literacy Support teacher (Primary) is accountable to the Learning Enhancement Coordinator. The key objective is to teach Primary students in Support Literacy over both campuses. The LE Literacy Support teacher will support the Learning Enhancement Coordinator in promoting and developing differentiated programs to support student learning in Literacy and assist home group teachers to implement learning plans to meet the needs of students.

You will be available to work at our Werribee and Melton campuses, dependent on the requirements of the timetable.

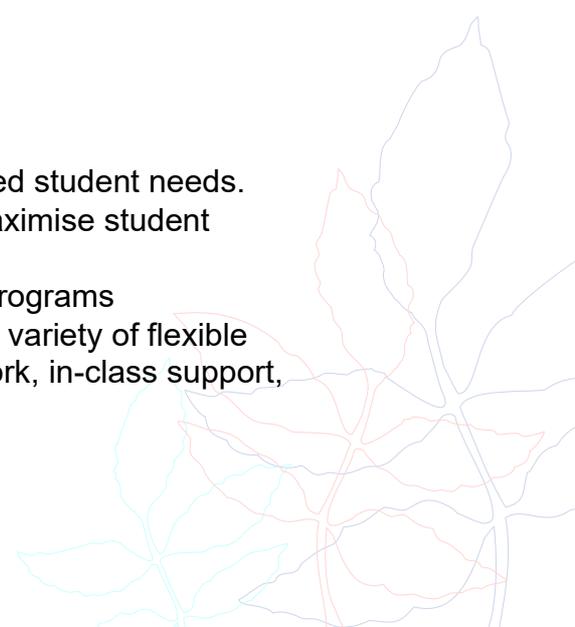
KEY RELATIONSHIPS:

- Learning Enhancement Coordinator
- Principal
- Relevant Professional Bodies.

KEY RESPONSIBILITIES & DUTIES:

A. Teaching

- Plan appropriate programs based on identified student needs.
- Regularly review and modify programs to maximise student learning.
- Identify students eligible to access support programs
- Deliver Learning Enhancement teaching in a variety of flexible formats including withdrawal, small group work, in-class support, and team teaching.





B. Support of Teaching Staff

As a member of the Learning Enhancement team you will also be involved in the following:

- Provide support for home group teachers in relation to the requirements of students with additional needs, including supporting teachers to plan and prepare Individual Learning Plans (ILPs) with clear, measurable goals.
- As required attend and minute Learning Support Group Meetings (LSGs).
- Work within a team environment.
- Assist with the annual transition of students with additional learning needs to the following year's level.
- Raise awareness and teacher capacity in relation to disability as well as special educational needs.

C. Personal Development

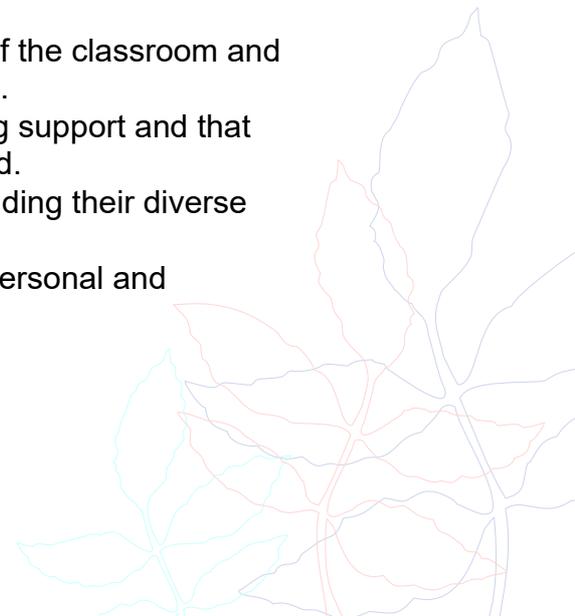
- Demonstrate a deep understanding of the teaching / learning / assessment cycle to ensure student educational growth, especially in the field of literacy
- Enhance the use of technology to engage students
- Actively develop professional knowledge in special education
- Willingness to attend professional development days/sessions

D. Interpersonal Skills

- Demonstrate strong interpersonal skills and capacity to develop and sustain productive relationships within the beyond the school community.
- Provide assistance to other team members and colleagues if or when required.

E. General and Administrative

- Keep thorough, professional, confidential records of planning, delivery, and assessment of student progress
- Develop accurate learning profiles and support teachers in the yearly update of learning profiles.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility of the welfare of students.
- Partner with parents or guardian/s with ensuring support and that effective and open communication is maintained.
- Have a level of understanding of students, including their diverse linguistic, cultural, and social backgrounds.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Participate and attend faculty or staff meetings.





Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

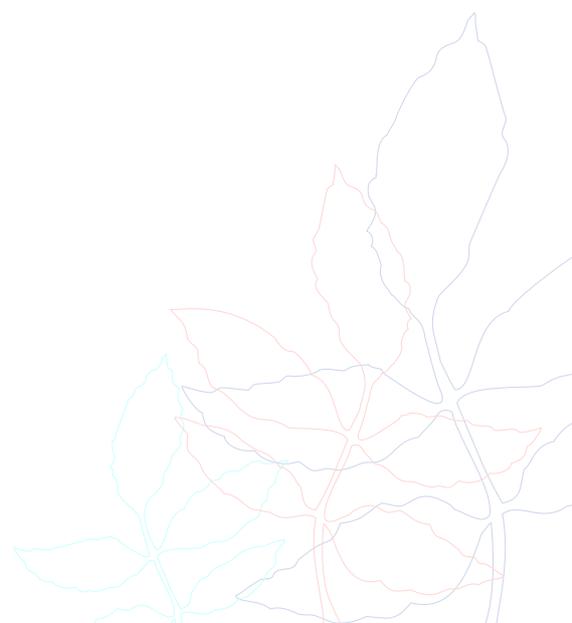
In addition

- Assist in events and productions, special occasions, assemblies, end of year events, etc.
- Meet regularly with Learning Enhancement Coordinator or delegated representative to discuss scope of work and progress.
- Any other duties as directed by the Principal, Senior Staff Member or their nominee as required.
- Attend camps as required
- Attend Learning Support Group meetings, as required.

OTHER DUTIES:

Any other assigned duties may be directed by the Learning Enhancement Coordinator or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all times.





COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Expected to regularly attend and participate in Staff Devotions.
- Each staff is allocated a prayer buddy to come alongside and build community.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

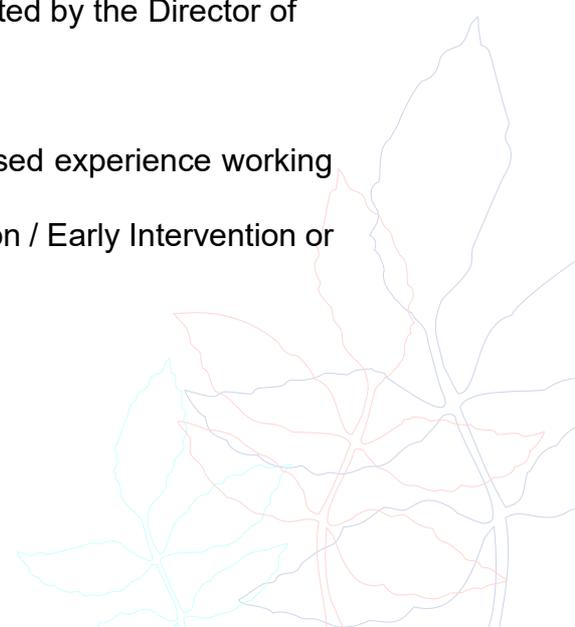
The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Student Wellbeing.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum Degree in Education with specialised experience working with students with additional needs
- Advantageous of Master of Special Education / Early Intervention or relevant higher qualification
- Valid VIT registration

ATTACHMENT 'A'



Key Relationships defined:

WITH	PURPOSE	FORM
Director of Student Wellbeing	Report to and work with the Director of Student Wellbeing	On an 'as needs basis'
Learning Enhancement Coordinator	Report to and work with the Director of Student Wellbeing.	Fortnightly
Learning Enhancement Team	Work closely with the LE teachers and assistants to assist student development.	On an 'as needs basis'
Principals	Report to and work with Primary Principals for the purpose of providing Christ-Centered education for our students.	On an 'as needs basis'

