

LEARNING SUPPORT TEACHER 7-10

1. ROLE ACCOUNTABILITY

The Learning Support Teacher Years 7-10 is responsible to the Coordinator of Teaching & Learning 7-10 and subsequently the Director of Teaching and Learning K-10 and accountable to the College Principal. The Learning Support Teacher is a member of the English Faculty 7-10 and works closely with 7-10 teachers to support the learning needs of students in literacy and numeracy.

2. KEY AREAS OF RESPONSIBILITY

2.1 Understands and gives expression to the mission of the College and the Salesian ethos.

- Is familiar with the Don Bosco story and uses this story and its contemporary meaning in teaching and learning experiences.
- Knows the Salesian values and actively infuses these in all situations within the College community.
- Learns and implements the fundamentals of the Salesian Preventative system.
- Establishes strong supportive relationships with students within clear boundaries.
- Supports the religious and spiritual life and activities of the College and contributes to these where possible.
- Demonstrates behaviours of care and loving kindness towards students, parents and colleagues.
- Adopts an attitude of cheerfulness and positive outlook with the College community.
- Spends time with students to be a listening presence to them.

2.2 Teaches and develops programs for low-literacy students within the English faculty and supports them in their transition into and out of the College.

- Develops intensive literacy programs for targeted students according to their needs within the framework as an English teacher.

- Liaises with the Year 7 Step-Up Teacher regarding the ongoing needs of students in the annual Step-Up Program (Saturday School for low literacy & numeracy students) in their mainstream classes.
- Provides support to teachers in the management of funded students in their classes.
- Ensures assessment of students through facilitating pre and post test procedures.
- Provides reporting and compliance data for student funding applications.
- Provides advice to the Teaching & Learning Team K-10 and Coordinator of Teaching & Learning 7-10 and 7-10 Curriculum Team on the needs and pathways of students.

2.2 Develops and maintains Individual Learning Programs for Students with Additional Needs, designed to promote students' educational, physical, social and spiritual development.

- Seeks and uses data in the development of Individual Learning Plans [ILPs] for specific students as identified in conjunction with the Coordinator of Teaching & Learning 7-10 and the English Coordinator 7-10.
- Confers with parents, teachers testing specialists and other identified professionals to develop Individual Learning Plans.
- Meets with teachers, parents and students [including Aboriginal students] in the development of ILPs.
- Liaises with the Director of Faith & Mission K-10 regarding the needs of Aboriginal students.
- Documents and reviews ILPs according to College protocols.
- Liaises with class teachers, subject coordinators and the Coordinator of Teaching & Learning 7-10 in the monitoring and evaluation of the ILPs.
- Ensures teachers monitor, assess and document student progress to benchmarks established in the ILPs.
- Ensures strong progress reports by teachers for specific students with an ILP as part of the standard academic progress reporting system within the College.

2.3 Supports teachers in their modification and differentiation of the general curriculum for students with special-needs, based upon a variety of instructional techniques and technologies.

- Provides documentation of identified Special Learning Needs with suggested teaching and learning strategies for classroom teachers.
- Liaises with classroom teachers on the ILP goals and strategies recommended for funded students with ILPs.

- Develops and documents a range of teaching strategies for classroom teachers.
- Liaises with the Coordinator of Teaching & Learning 7-10 in their allocation and preparation of available Teacher Assistants to support Students With Additional Needs.
- Confers with classroom teachers to plan overall strategies that promote learning that follows the approved ILPs.
- Liaises with, documents and reports to the Coordinator of Teaching & Learning 7-10 on TA work programs.

2.4 Supports the transition of Year 7-10 Students with Additional Needs into and from the College.

- Ensures Students with Additional Needs transitioning from Year 6 into Year 7 are effectively supported by teams in the College.
- Liaises with Dominic feeder primary schools to ensure documentation and information is secured.
- Develops and oversees the transition program of Year 6 Students with Additional Needs into Year 7, externally and internally.
- Works with the College's Year 6 teachers to present information to Year 7-10 teachers on Students with Additional Needs at the commencement of each academic year.
- Liaises with Guilford Young College regarding Year 10 students transitioning into Years 11 and 12.

2.5 Develops teaching and learning interventions to address Students with Additional Needs.

- Undertakes classroom teaching of targeted English classes according to a specified teaching allocation.
- Undertakes literacy and skills development with students within these classes.
- Prepares a diverse range of literacy and/or numeracy teaching resources for use as a classroom teacher.
- Liaises with the Coordinator of Teaching & Learning 7-10 to develop alternative programs where and when appropriate for specific students.
- Monitors and measures progress of generalized learning that has occurred through overseeing 7-10 Narrative Reports.

- Presents professional learning for teachers at staff meetings to provide guidance in using student specific resources, and to teach skills for dealing with students with disabilities.
- Liaises with the Coordinator of Teaching & Learning 7-10 and the 7-10 Subject Coordinators in the monitoring and evaluation of the ILPs.
- Develops and supports opportunities for students with high needs to enter a range of quality learning experiences.
- Liaises with the Pastoral Care Team 7-10 regarding students with significant learning needs.

Maintains administration documentation and file management of students and undertakes assigned aspects of learning support administration

- Ensures appropriate administration systems of Special Needs Funded students.
- Ensures copies of documentation and ILPs are filed on student profiles on the Colleges Learning & Information management system.
- Notes all records of contact with parents on SEQTA.
- Develops submissions for specific funding.
- Plays the lead role for Year 7-10 on NCCD – collection and centralisation of all data and evidence.
- Undertakes analysis of College NAPAN & PAT Data and liaises with the Coordinator of Teaching & Learning 7-10 and Subject Coordinators 7-10 regarding their action plans for low level literacy students.

2.7 Supports and operates within professional and College standards.

- Collaborates with other teachers and leaders in the development, evaluation, and revision of the College's Learning Support 7-10 programs.
- Attends professional meetings, professional development activities and teacher training workshops to maintain and improve professional competence.
- Attends staff meetings and contributes to College development projects.
- Performs administrative duties such as playground supervision, bus duties and other rostered professional requirements.

2.8 Participates in and contributes positively to the life of the College.

- Models effective interpersonal communication skills, including the skills of effective listening, conflict resolution, negotiation and mediation.

- Contributes effectively to the 7-10 and K-10 staff and its discussions.
- Implements decisions of the College Leadership Team specific to the role.
- Influences the development of the College as a K-10 entity by contributing to discussion, strategy and actions to achieve this objective.
- Seeks professional development opportunities so as to be competent and confident in the role and familiar with best practice in sports development and competencies required for the position.
- Is a member of, and networks with, relevant professional bodies.
- Participates in College functions, taking initiative and shared responsibility to ensure their success.
- Undertakes other duties as specified and delegated by the Coordinator of Teaching & Learning 7-10, Director of Teaching Learning K-10 or College Principal and Deputy Principal.
- Is loyal to the College Principal and the College Leadership Team.

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