

POSITION DESCRIPTION

Literacy & Numeracy Intervention



The Literacy & Numeracy Intervention support person is responsible for supporting student achievement in literacy & numeracy across the learning domains. Under the direction of the Literacy & Numeracy Learning Leaders, the Literacy & Numeracy Intervention support person provides small group instruction to students who have been identified as benefiting from additional support. Following a predesigned program, this position is responsible for monitoring, reporting, and communicating student progress and performance with subject teachers and the Literacy & Numeracy Learning Leaders.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work will be at St Catherine campus. However, you acknowledge and agree that, at the employer's discretion, you may be required to perform your duties at St Clare or any other campus operated by Kolbe Catholic College, as reasonably necessary. The employer will provide reasonable notice of any such requirement, taking into account operational needs and your personal circumstances.

RESPONSIBILITIES:

- Under the direction of the Learning & teaching Team, provide high-quality instruction to individual students and small groups.
- Collaborates with teachers, Literacy & Numeracy Learning Leaders, Curriculum Leaders, and families to help identify best practices for individual and small groups of students.
- Follows the provided research-based interventions focusing specifically on individual student need.
- Maintains documentation of continuous monitoring of student performance and progress.
- Communicate with teachers, Literacy & Numeracy Learning leaders, Curriculum Leaders, and families regarding student progress.
- Assists with identifying students for placement in intervention groups using relevant data.

- Participates in meetings with teachers, administration, and families to discuss student placement and progress
- Uses diagnostic assessments for students
- Conducts ongoing formative and summative assessments to identify needs and monitor progress.
- Provides input for program development
- Demonstrated ability to work independently

POSITION CLASSIFICATION:

- Remuneration: CEMEA2022
- Tenure: Fixed Term Part-Time
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

Qualifications and Certifications:

- National Criminal Records Check
- Working with Children Check Card
- Desirable: Level 2 First Aid Certificate Expertise in Literacy Instruction:
- Possesses in-depth knowledge in reading and vocabulary development.

Individualised and Small Group Instruction:

- Demonstrates the ability to provide high-quality, tailored instruction to diverse learning needs.

Collaborative Approach:

- Collaborates effectively with teachers, leaders, and families for best practices.

Research-Based Interventions:

- Applies proven, research-based interventions for improved literacy outcomes.

Continuous Monitoring:

- Maintains accurate documentation, utilising diagnostic assessments and ongoing assessments.

Communication Skills:

- Exhibits strong communication skills, engaging with various stakeholders for student progress.

Data-Driven Decision-Making:

- Utilises relevant data for student placement decisions, actively participating in progress meetings.

Program Development Input:

- Provides valuable input for the enhancement of literacy intervention programs.

Independent Work Capability:

- Demonstrates the ability to work independently, ensuring effective support for struggling students.

Commitment to Catholic Education Values:

- Displays a commitment to the values and ethos of Catholic education.

Positive Attributes:

- Possesses generosity of spirit, optimism, adaptability, and enthusiasm.