

FROM THE PRINCIPAL
David Baker

Position Description	
Position:	Learning Enhancement Teacher
Load:	Part Time (0.8)
Duration:	Term 3, 2026 only (LSL cover)
Campus:	Minimbah Campus
Faculty/Department:	Learning Enhancement
Reports to:	Head of Minimbah Campus
Key Relationships:	Coordinator Minimbah Learning Enhancement Class Teachers Learning Enhancement Assistants
School Overview:	
<p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
The Woodleigh Teacher	
<p>A teacher at Woodleigh School:</p> <ul style="list-style-type: none"> – Contributes to a culture of respect, inquiry, innovation, and learning – Sets high academic achievement expectations – Places an emphasis in their professional practice on: <ul style="list-style-type: none"> ○ Experiential, social-emotional, and relational learning ○ Knowing and celebrating the unique strengths, interests, and capabilities of all learners ○ Fostering a sense of awareness, empathy and identity that supports personal and collective wellbeing 	

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- Encouraging curiosity, initiative, and responsibility in the lifelong pursuit of learning
- Engaging as active citizens of our local and global communities
- Contributing to local, national, and global conversations that promote intercultural understanding
- Acting as stewards for the sustainable use and protection of our natural environment
- Communicates effectively with students and families about student learning, wellbeing, and progress
- Identifies and supports students' social, emotional, and behavioural learning needs
- Facilitates, designs, and engages with effective collaboration
- Provides timely feedback and collaborates with others to offer specialised support

Position Summary:

The role of the Learning Enhancement Teacher at Woodleigh School is focused on increasing access and engagement for all students by identifying and removing barriers for learning. They work with students, teachers and families to help develop, support and deliver individualised programs. They also collaboratively plan and teach alongside other teachers to support diverse student learning needs. Learning Enhancement teachers work within the context of both whole school and campus-specific Learning Enhancement teams, and are expected to contribute to the wider programs and life of the school. Primary school experience would be beneficial.

Key Responsibilities:

- Designing and implementing learning and teaching programs using knowledge of curriculum, assessment and reporting requirements
- Developing teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities.
- Using effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful.
- Planning and implementing well- structured learning and teaching programs or lesson sequences that engage students and promote learning.
- Selecting and using relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking.
- Establishing and maintaining orderly and workable routines to create an environment where student time is spent on learning tasks.
- Providing timely, effective and appropriate feedback to students about their achievement relative to their learning goals.
- Creating a positive environment where every student has the opportunity to learn
- Contributing to collegial discussions and applying constructive feedback from colleagues to improve professional knowledge and practice.
- Undertaking teaching at their designated campus(es)
- Undertaking other duties as required and which are relevant to the position

Specific Responsibilities

- Deliver individualised programs for student
- Team with colleagues to provide in-class support for student learning
- Work collaboratively with classroom teachers to develop, create and regularly update ILP/PLPS and goals

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- Review cognitive screeners, discuss implications and apply to ILP/PLPs
- Work collaboratively with classroom teachers to support the implementation of Individual Learning Plans, Personalised Learning plans and Student Management Plans
- Discuss and carry out further assessment of individual students if required, to assist with personalizing learning
- Plan and teach collaboratively with classroom teachers to personalise learning through differentiation, individualization and personalization as part of strategies outlined in Woodleigh School Learning and Teaching policy.
- Arrange specialist resources and equipment such as assistive technology to remove barriers to learning
- Run Program Support Group Meetings with the team involved in an individual students learning plan ie parents and external services such as therapists, tutor, psychologist and when appropriate students
- Analyse school assessments to monitor student growth and address concerns with relevant staff
- Update student learning plans with relevant recommendations and file cognitive screener results on SEQTA
- Assist staff with completing referral forms for individual students
- Continually update knowledge of research and evidence-based programs and skills through professional development.
- Communicate regularly with parents to develop a partnership in support of student learning
- Document all parent communication on SEQTA
- File student assessments and reports
- Attend whole school and campus specific Learning Enhancement meetings
- Plan, implement and maintain notes for Literacy intervention across Years 1-3 (Heggerty, MiniLit programs)
- Plan, implement and maintain Numeracy intervention across 1-3 (Learning Through Doing program)
- Daily reading with selected students
- PSGs, Think Tank Meetings and Parent communication (outside of regular schedule)
- Support LE Coordinator and teaching staff with NCCD process - census day Aug 1
- Liaise with Allied Health, supports for teaching staff
- Attend weekly staff meetings
- Liaise with LEAs F-3 area to support LE students

Selection Criteria:

Experience and Skills:

Must be able to demonstrate:

- An understanding of appropriate behaviours when engaging with children
- Relevant classroom teaching experience or experience working with children
- Understanding of Learning Disabilities
- An understanding of program modification.
- Professional practice that is strongly aligned with the expectations of The Woodleigh Teacher
- Be able to multi-task, be flexible and able to manage changing priorities.

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- Proven ability to work well autonomously and as part of a team.

Education and Qualifications:

- Appropriate tertiary qualifications in Education
- Qualifications in Inclusive Education or related areas and/or relevant experience working in these areas in schools

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

Desirable:

- Experience in designing, implementing and assessing effective curriculum
- Experience in adjusting and modifying curriculum
- Experience in the International Baccalaureate Primary Years Programme
- Experience in teaching primary intervention programs
- Experience in writing Individual Learning Programs
- Available to work 4 days (not Wednesdays)

Conditions of Employment:

- A VIT Registration is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:

Director of Learning Enhancement

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Date prepared:	October 2023
Employee Signature:	
Date:	