

# Role Description



## Learning Enrichment Teacher

DEPARTMENT/FACULTY	Learning Enrichment
REPORTS TO	Principal via Head of Faculty – Learning Enrichment
LOCATION	Senior Campus / Regis Campus
INDUSTRIAL INSTRUMENT	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021
CLASSIFICATION/GRADE/BAND	Band 2 or 3

### ROLE PURPOSE

The Learning Enrichment Teacher is a member of the Learning Enrichment Faculty. The purpose of this role is to:

- Work with the enrolment committee to identify students with additional needs before and during the enrolment process.
- Plan transition programs for students with additional needs involving external school visits and/or communication where necessary.
- Administer school based academic assessments for literacy and/or numeracy.
- Work collaboratively with staff, parents and external professionals to provide support in the areas of inclusive programming, assessment and pedagogy.
- Be responsible for establishing individual learning profiles for each student who presents with additional learning needs.
- Refer students to external professionals and collaborate with them in order to review learning needs and assist with educational planning.
- Be able to interpret reports and information from external health and medical professionals so that recommendations and adjustments can be made to support curriculum access.
- Have excellent communication skills so that information can be communicated to the Principal, Heads of House, Heads of Faculty, Director of Regis campus, Director of Boarding, specialist teachers and parents/carers, as required.
- Oversee disability provisions and disseminate this information to staff.
- Collate data for the National Consistent Collection of Data (NCCD).
- Maintain and stores accurate records for students with additional learning needs.
- Work collectively with all staff to develop inclusive teaching and learning practices across the College.
- Work collaboratively with staff to provide support in the areas of inclusive programming, assessment and pedagogy.

### ROLE RESPONSIBILITIES

#### Professional Knowledge

- Is conversant with the relevant teaching discipline and syllabus in its updated version.
- Develops courses in harmony with the values and the educational purposes of the school and faculty, and in co-operation with fellow teachers.
- In consultation with the head of faculty, plans a consistent, coherent and relevant learning program which fosters a purposeful progression in learning, and meets the specific needs of Riverview students.
- Considers the students' own experience to be a fundamental and especially valuable resource.
- Uses a variety of teaching strategies, recognising that students learn in a variety of ways.
- Embraces the use of Information and Communication Technology (ICT) and its application in classroom learning.
- Develops differentiated teaching and learning strategies to meet the needs of students across the full range of abilities.
- Maintains effective communication with the centre for learning enrichment and parents regarding special learning needs of individual students.

- Enables students to make good use of the resources available within the school and the community.
- Engages with the regulations and communications of NESA and other regulatory bodies.

### Professional Practice

- Actively engages students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students and the students themselves.
- Where possible and appropriate, negotiates with students, giving them the opportunity to make choices and decisions, to take risks and to set their own goals and evaluate their own outcomes.
- Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported.
- Shares explicitly with students a code of conduct which enables students to work productively in a fair environment.
- Uses effective communication strategies to support student understanding, participation and engagement
- Ensures good classroom management.
- Ensures class rolls and attendance are strictly monitored.
- Maintains a clean, tidy and healthy classroom and is aware of emergency procedures for students' safety, and specific safety procedures related to the subject or activities taught.
- Ensures student well-being and safety within school and where there is a perceived danger to a student, communicates confidentially with the deputy principal students, the Dean of Pastoral Care or a member of the Executive Team.
- Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff.
- Uses a range of assessment (as, of and for learning) techniques regularly and fairly.
- Explains assessment criteria to students in advance, so they can understand the relevance of the grade and comments and use the information constructively in future work.
- Provides timely and appropriate feedback to students about their progress.
- Encourages students to reflect on their work and the process they have gone through to achieve it.
- Keeps adequate records of students' progress and uses this data to analyse and evaluate student understanding as well as identifying interventions and modifications to teaching practice.
- As a member of a professional academic team, ensures that reports are accurate, meet deadlines and reflect students learning; recognising strengths and weaknesses and suggesting possible courses of action.

### Professional Engagement

- Is prepared to work in a collaborative environment to share, develop and evaluate teaching resources with a faculty team.
- Keeps abreast of current developments in educational thinking, curricula and teaching practice.
- Attends relevant professional development training and reports to his/her Head of Faculty.
- Contributes to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team.
- Supports fellow staff professionally in all areas of school life.
- Seeks advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate.
- Maintains professional confidentiality on information about students.
- Communicates with students, fellow staff and parents in a respectful, clear, caring and professional way.
- Is proactive in communicating with parents through InsideView, in written reports and in parent/teacher interviews, and responds promptly to parental calls or enquiries.
- Attends and participates wherever possible in all faculty and general staff meetings.
- Attends all lessons (unless prior arrangements have been made) and is punctual.
- Dresses appropriately for a professional educator.
- Demonstrates at all times a support of school rules in dealing with students.
- Adheres to the specific requirements of the appropriate section of the school or faculty within it.
- Attends parent/teacher interviews, assemblies, speech days and church services.
- Participates in pastoral activities such as retreats and reflection days.
- Is prepared to attend and participate in school camps, if required.
- Attends and participates in relevant curriculum-based excursions.
- Can be relied upon to carry out supervisory duties as required, including active grounds duty and exam supervision.

### Co-curricular

There is an expectation that all teachers at Riverview will involve themselves in the co-curricular activities offered to students at the College.

A Learning Enrichment Teacher:

- Will give time to the College after school and/or at the weekends to fulfil their co-curricular obligations (Sport and/or activity).
- In consultation with the Head of Co-curriculum, and the relevant Master in Charge, plans a consistent, coherent and relevant program in their area of co-curricular activity.
- Provides the appropriate duty of care and supervision to the students in their charge.

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## SELECTION CRITERIA

- Excellent communication skills, including both verbal and written
- Hold the appropriate teaching qualifications
- Hold post graduate qualifications in the field of inclusive/special education (desirable)
- Have experience working with students who have additional learning needs in a secondary setting (desirable)
- Be accredited with the NSW Education Standards Authority (NESA) to be eligible to teach in NSW
- Have the skills to deliver lessons that stimulate and engage students of all academic abilities
- Demonstrate the ability to work collaboratively with colleagues and parents
- Demonstrate a commitment to continuous improvement and professional learning

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## THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent Catholic school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

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## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic National Criminal History Record checks as appropriate

- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

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## WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.