

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.

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.