



St Paul's Lutheran Primary School, Caboolture

Position Description

POSITION TITLE: **Junior School (P–3) Learning Support and Learning Extension Teacher**

RESPONSIBLE TO: Head of Teaching and Learning and Principal

WORKS IN COLLABORATION WITH: Deputy Principal, Business Manager, Senior School Learning Support Teacher, Teaching Staff, Learning Assistants

The Lord Gives Wisdom

Applications are invited to fill a vacancy for a **Full-time (1.0 FTE) Junior School (P–3) Learning Support and Learning Extension Teacher** who will work **under contract** in Terms 3 and 4 in 2021. The **contract will commence on Monday 12 July 2021 and will end on Thursday 2 December 2021**, with the strong possibility of a further extension after this period of time.

St Paul's Lutheran Primary School

The school operates under the Lutheran Church of Australia's Queensland District School's Certified Agreement and Deed of Arrangement 2007. This defines the conditions of employment for all school staff. The school was established in 1985 by the St Paul's Lutheran Church whose congregation continues to give pastoral, spiritual and social support to the school.

Objectives

Oversee the Educational Support Program of the senior primary school and assist teachers in supporting all students to achieve their education outcomes. This will include some administration time, but predominantly classroom or small group support.

Key Responsibilities

The successful applicant will be expected to undertake the following duties:

- Develop and model best practice programs for children who require either need support or learning extension.
- Track student learning needs and progress.
- Support teachers to develop individual Learning Plans and share student progress with parents/caregivers.
- Be involved with transition to school and transition to secondary school when needed.
- Facilitate parent information sessions.
- Ensure that there are clear accommodations for students involved in the programs.
- Co-ordinate programs in consultation with all involved in the learning of individual students as needed.
- Assist in the training of classroom and parent support workers.

- Ensure timely and appropriate feedback is provided to students, teachers and parents.
- Ensure that regular information is shared with the school community.
- Support teachers with the collection and recording of information within the NCCD process.

Qualifications

- Must be registered with the Queensland College of Teachers to teach in Queensland.
- Experience in mainstream classroom teaching and/or special education.
- Demonstrate an understanding of accommodating special needs.
- Having a current First Aid certificate would be an advantage.

Other Qualities

- The successful applicant must support willingly and freely the school's Christian ethos through their life, words and deeds.
- Be able to demonstrate competency in the classroom by planning for and addressing the learning needs of individual students and the class as a whole.
- Special interest or specialisation, e.g. art, sport, music, drama, ICT, etc. that enhance the learning environment.
- Well-developed skills in using electronic media (computers, IWB, internet) to enhance student learning and to support curriculum development and administration.

Applying for this Position

To assist the Selection Panel in choosing the most suitable teacher for this position, could the following areas be addressed and relevant information given:

1. Completed **Application Form**.
2. **Cover Letter** outlining the reasons for applying.
3. **Current Resume:** Information regarding qualifications, professional development, previous responsibilities and work experience.
4. Copy of **current full Qld teacher registration**.
5. Copy of **university results and practicum statements (if a recent graduate)**.
6. Copy of **current First Aid Certificate/s**.
7. **Selection Criteria:** Address in separate, concise statements to the following Selection Criteria:

SCI: Ethos: Demonstrated commitment to the ethos and Christian foundations of the school.

SC2: Promoting, reviewing and evaluating inclusive practices and processes: Assisting class teachers to identify students with special needs in their classes; Administering comprehensive standardised and diagnostic assessments (formal and informal); Collaborating with staff members to ensure consistency and continuity in intervention programs; Facilitating support programs; Ensuring the provision of

special consideration for eligible students; Promoting new practices based on sound educational research; Monitoring and reviewing student programs; Writing and co-ordinating Individual Educational Programs (IEP); Providing support within the NCCD process.

- SC3: Support through consultation, the provision of appropriate intervention strategies:** Ensuring the provision of appropriate programs, interventions and technology; Collaborating with classroom teachers to assist them to prepare, plan and deliver effective teaching and learning programs for students; Facilitating the implementation of strategies to enhance the student's social, interpersonal and communication skills.
- SC4: Communicating effectively with all stakeholders:** Conducting interviews; Developing internal and external processes of communication; Advocating for students with special needs; Communicating and/or consulting with staff; Consulting with Advisory Visiting Teachers (AVT) and previous class teachers from prior schools; Reporting to parents both formally and informally.
- SC5: Classroom Management:** Employ classroom management processes that maximise student learning in an ordered and caring environment.
8. **Referees:** Please include the name, position, address and telephone number of three (3) referees, including a statement of consent to contact all referees. It is preferred that one (1) referee be associated with the applicant's current professional position and one (1) from their church leadership, mentioning their association with you.

9. **Return of the Application:**

Email applications to: dgraham@stpaulslps.qld.edu.au

Written applications need to be addressed (in a 'confidential' marked envelope) to:

**The Principal
St Paul's Lutheran Primary School
55 Smiths Road
Caboolture Qld 4510**

Applications Close: 3:00pm – Friday 11 June 2021.

Interviews for this position will be held in the week of 14 June 2021.