

St Patrick's School, Mansfield Park

Judy Burley Learning Support Centre (JBLSC) –Special Education Teacher

Position Information Document

ROLE STATEMENT

Broad Purpose:

- St Patrick's School, Mansfield Park, is a Catholic co-educational primary school with approximately 240 students from Reception to Year 7.
- The Judy Burley Learning Support Centre (JBLSC) is a Special Education facility, which caters for students with a mild to moderate intellectual disability. The program combines a specialist curriculum within the JBLSC setting and also integration and inclusion within the mainstream of the school. The JBLSC caters for the needs of 10 students from Reception to Year 7.
- The Special Education Teacher is responsible to the Principal and/or APRIM for:
 - development and implementation of broad and engaging learning programs for JBLSC students;
 - the effective delivery, assessment, reporting and review of the learning programs;
 - the Unit's students' and staff's Workplace Health & Safety and wellbeing;
 - the maintenance of the Unit facility and equipment.

Terms and Conditions:

Position: 0.8 (4 days) or 1.0 (full-time) permanent

Commencement date: 1 February 2015

The conditions of employment are in accordance with the Teachers (Non- Government Schools) Award and the South Australian Catholic Schools Enterprise Agreement (2013).

DUTY STATEMENT

The role of the JBLSC teacher is a position of leadership within the school, and requires great diversity and challenge, incorporating the provision of education and pastoral care for students with an intellectual disability within the framework of a mainstream setting. The JBLSC teacher is responsible for teaching individual and small group classes across all subject areas at all year levels. Subjects taught include Religious Education, all Australian Curriculum areas, integrating the development of ICT skills, Life Skills, Social Skills and Leisure Skills.

The role is made up of the following components:

Teachers uphold and contribute to the Catholic Identity, as well as, the Josephite ethos of St. Patrick's School. They operate in accordance with the Charter for Teachers in SA Catholic Schools.

Teachers are responsible to the Principal directly, and/or APRIM:

- for the development, implementation and evaluation of designated curriculum
- for the students', fellow employees' and his/her health, safety and welfare.

- for ensuring the safety of any place or equipment designated or chosen for specific activities.
- for ensuring that confidential information is handled appropriately
- for carrying out other non-instructional responsibilities eg:
 - undertaking supervision duties including yard duty diligently
 - attending staff meetings, parent teacher interviews and other designated co-curricular activities

PROFESSIONAL KNOWLEDGE

Know students and how they learn

- Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning.
- Structure teaching programs using research and collegial advice about how students learn.
- Design and implement teaching strategies that are responsive to the learning of students from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Develop teaching activities that incorporate differentiated strategies to address the specific learning characteristics and interests of students.
- Design and implement teaching activities that address relevant policy and legislative requirements for students with intellectual, physical and multiple disabilities.

Know the content and how to teach it

- Design and implement engaging and coherent learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.
- When relevant and meaningful provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Utilize effective teaching strategies and resourcing to foster students' literacy and numeracy achievement.

PROFESSIONAL PRACTICE:

Plan and implement effective teaching and learning

- Possess current knowledge and experience of Reception to Year 7 curriculum and methodology in order to develop a curriculum to individual students needs within the Unit.
- In conjunction with class teachers develop and implement an Individual Education Plan for each unit student.
- Plan and implement relevant & challenging individualised learning programs including achievable learning goals for all students.
- Plan and implement responsive teaching programs utilizing strategies and resources that engage students and promote quality learning.
- Utilize a range of resources, including ICT, to engage students in their learning.
- Use effective verbal and nonverbal communication strategies and resources to support student understanding, participation, engagement and achievement.
- Evaluate teaching and learning programs using evidence to inform planning.
- Plan for appropriate and contextually relevant opportunities for parents/ carers to be involved in their children's learning.
- Coordinate the work of Education Support Officers to support the effective design, implementation and evaluation of student learning.

- Participate in the review, development and implementation of the school's Duty of Care and Curriculum policies.

Create and maintain supportive and safe learning environments

- Establish and implement inclusive and positive interactions to engage and support all students.
- Establish and maintain effective routines to create an environment that promotes and supports student learning.
- Understand student behaviour as observable phenomena that inform student learning and wellbeing and respond in ways consistent with the school's Positive Behaviour Support processes.
- Ensure students' wellbeing and safety by implementing school and system, curriculum and legislative requirements.
- Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching.

Assess, provide feedback and report on student learning

- Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning.
- Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals.
- Collect and utilize student assessment data to analyse and evaluate student understanding, identifying interventions and modifying teaching practice.
- Report clearly, accurately and respectfully to students and parents/carers about student achievement, making use of accurate and reliable records.
- Coordinate twice yearly, or more regularly if required, review meetings with families and CESA consultant.

PROFESSIONAL ENGAGEMENT:

Engage in professional learning

- Identify, participate in and implement professional learning informed by the learning characteristics of students, advice from colleagues and school and system priorities.
- Participate in professional discussion, seek and apply constructive feedback from colleagues to improve professional knowledge and practice.
- Plan, prepare and lead, professional learning for JBLSC staff, other teachers and parents.
- Collaboratively work with the Curriculum Leadership Team.

Engage professionally with colleagues, parents/carers and the community

- Meet codes of ethics and conduct established by regulatory authorities and Catholic Education SA.
- Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes.
- Establish and maintain respectful collaborative relationships with parents and carers.

Other duties:

- In liaison with the Principal and Catholic Education Office Special Education Consultant, undertake the 'New Enrolment and Support Procedure' for each prospective student.
- Coordinate and supervise the 'Transition Program' of new students in consultation with the student's parent/s, relevant agencies and Special Education Consultant from Catholic Education SA.

- Manage an annual budget.
- Participate and/or support the involvement of JBLSC students in excursions, co-curricular activities, retreats and camps.
- Initiate social functions for JBLSC families.
- Supervise placement of student-teachers or TAFE students completing fieldwork placements.
- Perform any other duties as required from time to time by the Principal.

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Teachers Registration
- Approved Responding to Abuse and Neglect training
- First Aid training
- Teacher Accreditation in Catholic Education SA

WORK HEALTH & SAFETY (WH&S) RESPONSIBILITIES

As a Worker you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Participate in relevant WH&S training.
- Report hazards and unsafe workplace practices associated with the workplace to the WH&S Officer.
- Report work related injuries and accidents, and act in accordance with the WH&S manual.

PERFORMANCE REVIEW

The employee engages in an annual formal consultative review

SIGNED (Principal or Delegate) _____ Date _____

SIGNED (Employee) _____ Date _____

ROLE REVIEW DATE: Term 3, 2014

PERFORMANCE REVIEW DATE Term 1, 2016