



High School Literacy and Numeracy Learning Enrichment Teacher Application Package

Thank you for your interest in applying for the part-time, permanent position of High School Literacy and Numeracy Learning Enrichment Teacher at Samford Valley Steiner School, commencing Term 1, 2021.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Selection Criteria
3. Role Description

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Delaney Crawley
High School Director

1. Information for Applicants

Thank you for your interest in the advertised position. The aim of this Information for Applicants Package is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the mandatory requirements and key responsibilities outlined below.

Role Description

The Role Description should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Teacher rate according to qualifications and length of service

Hours of Duty

This is a permanent part-time position, initially 12 hours per week, days and hours to be negotiated.

Key Responsibilities

The High School Literacy and Numeracy Learning Enrichment Teacher supports students with additional learning needs or those requiring extension, and liaises with the assistants, teachers and parents. The role involves working with students on a one on one or small group basis, either in the Enrichment/study room or in classrooms to support students and teachers

The need to work intuitively, confidentially and manage a range of tasks is vital. Clear communication and documentation skills are essential.

Some pastoral care support to the students may be provided by developing a relationship of respect and trust.

Mandatory Requirements

- QCT registration
- First aid certificate
- Experience in literacy and numeracy support

Desirable

- Knowledge of Steiner Education and the ethos of the school, or a willingness to learn

How to Apply

Your application should include:

1. A clear statement as to why you are applying for the role
2. Written applications, addressing the Selection Criteria, including a CV and two professional referees, should be forwarded to: Ruth Caynes at: rcaynes@samfordsteiner.qld.edu.au

Closing Date

- Applications close 4.00pm, Monday 30th November 2020

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600 or email rcaynes@samfordsteiner.qld.edu.au

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be informed by Friday 4th December whether they have been short-listed or not.

Contacts for Further Information

For a brief conversation regarding this position please contact Delaney Crawley via the school office on 07 3430 9600.

2. Selection Criteria

1. Experience in learning support/enrichment and supporting high school students
2. Ability to write Student Adjustment Plans, teaching programs and reports
3. A commitment to professional learning and a willingness to learn about Steiner education and philosophy of child development
4. An ability to work collegially and a willingness to actively participate in and contribute to the cultural life of the school
5. Excellent communication, organizational and interpersonal skills with an ability to develop warm, professional relationships with students, parents and staff

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Literacy and Numeracy Learning Enrichment Teacher
	Area	High School
	Position Reports to	High School Director Learning Enrichment Co-ordinator
	Role Location	Brisbane (Samford)
	Key Role Relationships	School Director College of Teachers (CoT) High School Director, Learning Enrichment Coordinators, Learning Enrichment assistants Staff, Students, Parents

ROLE CONTEXT	<p>Samford Valley Steiner School (SVSS) was established in 1987 and has experienced considerable growth over the past few years, with a High School operating since 2006. The School operates from a well-established and strong base in Anthroposophy that permeates all aspects of school. As a consequence of the growth in the school, we have identified a need for a Literacy and Numeracy Learning Enrichment Teacher who will promote and maintain positive relationships with students, staff, colleagues, parents and the school community.</p> <p>The Literacy and Numeracy Learning Enrichment Teacher must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. https://www.samfordsteiner.qld.edu.au/about-us/vision/</p> <p>This role supports students with additional learning needs or those requiring extension, and liaises with the assistants, teachers and parents. The role involves working with students on a one on one or small group basis, either in the Enrichment/study room or in class rooms to support students and teachers. The role requires the ability to create different pathways for groups of students in collaboration with subject teachers and the Learning Enrichment Coordinator. The role requires developing support programs for students that teacher aides can oversee.</p>
ROLE PURPOSE	<p>The overarching goal is to support students to achieve literacy and numeracy proficiency, with the goal of inclusive education.</p> <p>The Literacy and Numeracy Learning Enrichment Teacher will provide support to identify students with Literacy and Numeracy challenges and teach students from classes 8 to 12 working closely with the Learning Enrichment Coordinators, High School Director and teachers.</p> <p>Referral to the Learning Enrichment program will be overseen by the Learning Enrichment Coordinator in collaboration with the High School Director, Class Guardians, teachers, and parents.</p>
KEY ACCOUNTABILITIES	<p>Working collaboratively with the Learning Enrichment Coordinators, teachers, admin and the High School Director in supporting students with additional learning needs. This includes:</p> <ul style="list-style-type: none"> • An ability to develop positive and professional relationships with students • Working to reduce barriers to learning and enhance the quality and opportunity of the school experience for students, by interfacing where appropriate, between student/family/school, to achieve the greatest learning potential possible. • Providing support and advice on the teaching of students with learning needs and those requiring extension. • Collaboration with subject teachers and Learning Enrichment team to contribute additional expertise in planning, teaching, assessing and monitoring student achievement and progress.

	<ul style="list-style-type: none"> • Developing useful teaching and assessment resources for each year level so that teachers can use these within their own teaching. • Keeping programs and assessment records on the School Portal. • Providing support and advice to teacher aides, and subject teachers • Advocating for students where there is disadvantage, and to liaise with teachers around academic issues and provide support, and/or consult with the Learning Enrichment Coordinator around referrals. • Supporting teachers by updating information on the School Adjustment Plan (SAP) in collaboration with teachers and the Learning Enrichment Coordinators. • Keeping accurate documentation of program delivery including NCCD requirements. • Working inclusively so that all students have the opportunity to be in their class and receive additional support as required but recognising and advocating for students who may prefer a quiet working space outside the classroom too. • Participating in professional development opportunities.
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Approval:	Literacy & Numeracy Learning Enrichment Teacher: Name: _____ Signature: _____ Date: _____	High School Director: Name: _____ Signature: _____ Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	