

Junior School Learning Enhancement Teacher

Purpose and Outline of Role

Queenwood is seeking a Junior School Learning Enhancement Teacher, with a strong background and qualifications in learning support. The role is for a skilled practitioner in special education who will work on targeted intervention programs with students with diverse needs from K–6.

The Junior School Learning Enhancement Teacher will work within whole-school initiatives to improve outcomes for students with education needs. This will involve analysing data in order to provide support through team teaching and through intervention programs with students individually or in small groups. They will also provide advice and assistance to classroom teachers and curriculum leaders in adapting classroom practice and curriculum in all KLAs to the needs of these students. There is a special focus within this role on literacy and numeracy.

Reporting Relationships

The Junior School Learning Enhancement Teacher is responsible ultimately to the Principal in all aspects of the position and directly to the Director of Learning Enhancement (K-12). On a day-to-day basis, they will work closely with Head of Junior School, the Director of Curriculum (K-6) and other classroom and specialist support teachers. They may also be responsible for coordinating the Junior School Teacher's Assistants as required.

Employment Basis

This is a full-time, permanent position to commence in Term 2, 2025.

Role Responsibilities

- Identify and implement evidence-based strategies to support students with diverse needs who require intervention.
- Support classroom teachers, meeting the diverse learning needs of students through planning, team teaching, assessing and monitoring students' progress in a collaborative approach.
- Administer standardised and diagnostic assessments.
- Monitor the progress of students and meet with teachers, parent and key stakeholders.
- Provide direct support for students with special educational needs in the areas of social integration, language and communication, literacy, numeracy and behaviour.
- Develop support documentation including Student Learning Profiles, Individualised Education Plans, data spreadsheet and NCCD documentation.
- Plan, implement and evaluate personalised adjustments for learning where required, with the classroom teacher, student and/or parent or carer.
- Plan for and manage transition to school process for identified students commencing Kindergarten or students who are new to the school.
- Plan for and manage transition to senior school process for identified students.
- Work collaboratively with other specialists and therapists to coordinate services, which improve students' learning.
- In collaboration with classroom teachers, report student progress to parents both through oral and written means.

- Coordinate and oversee the work of Junior School Teacher's Assistants.
- Maintain school files, keeping accurate records of all intervention, assessment, communication etc.
- Be involved in school functions e.g. Parent Information Evenings and School events, as requested by the Principal or Head of Junior School
- Attend staff meetings and professional development days as required, both in and out of school hours.
- Complete all duties, including but not limited to playground and relief duties.
- Attend excursions and overnight camps as required.
- Be involved in the extra-curricular life of the school.
- Perform such other duties as the Principal, Head of Junior School or Director of Learning Enhancement (K-12) may from time to time direct.

Key Competencies

- Qualifications in Special or Inclusive Education, ideally to Diploma level.
- Experience in teaching across K – 6.
- Understanding of current theory and practices in relation to Inclusive and Special Education.
- Knowledge of K–6 curriculum with a strong focus on the literacy and numeracy needs of Junior school students.
- Knowledge of, and ability to implement and interpret, a range of standardised and diagnostic assessments and intervention screeners.
- Demonstrated ability to select and use a wide range of teaching and learning strategies and develop and implement Individual Education Plans for students with identified needs.
- Demonstrated ability to write appropriate and targeted student progress reports.
- Demonstrated ability to provide critical analysis of each student's progress to staff, outside agencies, therapists and parents.
- Experience in using ICT to support student learning as well as to collect, organise, analyse data.
- Ability to implement programs, policies and procedures in response to new needs and priorities that impact upon the school's overall effectiveness.
- Experience in developing classroom management strategies for students with challenging behaviours.
- Demonstrated capacity to contribute to the building of confidence and self-esteem of students with identified needs.
- Demonstrated capacity to deal sensitively with parent concerns regarding the emerging and ongoing educational needs of their child.
- A keen interest in professional learning in Special Education and contemporary issues in K – 6 learning.

Personal Attributes

- Ability to take direction and work collaboratively with the diverse learning team.
- A willingness to support the values and ethos of the School.
- Capacity to use flexibility and creativity in day-to-day activities.
- An understanding of the need to maintain confidentiality and commitment to professional conduct in keeping with the Queenwood staff code of conduct.
- A demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and the broader community.
- A demonstrated capacity to evaluate and critically reflect upon one's own professional practice and to assist and support colleagues to develop their skills.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Closing Date for applications is **9am, Monday, 31 March 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.