

**1. POSITION TITLE:** ENGLISH AND MATHS SUPPORT TEACHER

**2. SECTION:** Teaching Department

**3. MAIN PURPOSE OF THE JOB:**

The English and Maths Support Teacher is part of the Teaching Team and the main roles are to provide effective and engaging learning support experiences for students, and to fulfil the requirements, responsibilities and duties as outlined in this statement to a high standard in accordance with the school's mission, vision, core commitments, values and policies.

**4. POSITION IN THE SCHOOL:**

**(a) DIRECTLY RESPONSIBLE TO:** The Principal

**5. SCHOOL ETHOS:**

All staff are required to actively contribute to maintaining the Christ-centred caring atmosphere of the school, and positively supporting its mission and aims to ensure the principles of Lutheran Education and social justice are embedded within the school's curriculum, policies, programs and practices. Staff are required to actively support and maintain the ethos of the school by setting an example of personal conduct consistent with a Christian understanding and commitment, and proclaiming the Gospel through their actions, decision-making processes and professional relationships with others.

**6. KEY RESPONSIBILITIES:**

The English and Maths Support Teacher's responsibilities include but are not limited to:

**6.1 Major Responsibilities**

- Strategically positioning their classroom so that transformational pedagogy, agile technologies, contemporary learning spaces and best practice align for the educational success of students.
- Involvement in curriculum planning, implementation and strategic visioning consistent with the School-wide Pedagogical Framework (SWPF).
- Undertaking learning support teaching in a professional, purposeful, engaging and effective manner within a caring, supportive and encouraging environment.
- Developing and delivering creative, purposeful, engaging and effective activities and units of work for students across non-specialist subjects, ensuring that individual learning needs are appropriately met.
- Collaboratively working with other staff to plan, develop, deliver and evaluate the effective and purposeful integration of resources, technologies and collaboration tools into student learning.
- Positively supporting class teacher programs as appropriate and/or directed by the Leadership team.
- Regularly liaising with other staff about the needs, progress and wellbeing of learning support students.
- Preparing clear, suitable and effective yearly, term, weekly and daily lesson overviews and plans.
- Undertaking appropriate and sufficient assessment of student progress, and analysing and interpreting the data to inform future learning and teaching.
- Keeping accurate and up-to-date records of student growth and achievement.
- Providing suitable, timely and regular feedback to students that enables continued growth in learning.

- Providing clear and regular feedback and reports to parents about their child's learning and developmental progress.
- Providing clear guidance to parents about how their child's learning will be supported.
- Positively and willingly assisting with special events, excursions, incursions, camps and competitions as appropriate.
- Purposefully integrating ICTs, assistive technologies, thinking skills and a growth mindset into the curriculum.
- Providing input to EAP's and IEP's for verified students, as well as ISPs for students with significant but undiagnosed / unverified learning needs and challenges.
- Being a reflective practitioner who proactively identifies areas of challenge and actively works towards improvement.
- Being an advocate for students with learning support requirements.

## **6.2 General Tasks and Duties:**

- (a) Positively promoting learning progress and best efforts for all students.
- (b) Providing appropriate pastoral care for, and develop positive, appropriate and professional relationships with, all students, staff, families and visitors.
- (c) Setting and maintaining clear, high expectations for students in behaviour, attitude, the use of school resources, and community collaboration, cooperation and service.
- (d) Being a positively contributing team member within the school community, with other staff and during school-related activities.
- (e) Attending and participating in devotions, worship, meetings, professional development and school activities as required and appropriate for the role and position within the school.
- (f) Carrying out student supervision duties diligently and proactively to ensure the safety and wellbeing of everyone.
- (g) Maintaining a neat, professional standard of dress, personal appearance and hygiene consistent with the Staff Code of Conduct and Staff Dress Code.
- (h) Adhering to all school policies, procedures and expectations.
- (i) Maintaining integrity and honesty in all aspects of work, as well as appropriate levels of confidentiality.
- (j) Assisting with the positive promotion and advancement of the school and its atmosphere, acting positively and professionally in accordance with its ethos, mission, vision, values and goals at all times, including any online presence.
- (k) Undertaking other tasks as reasonably directed by the Principal or their delegate from time-to-time.

## **6.3 Occupational Health and Safety:**

Take all reasonable care to protect your own health and safety as well as that of other persons in the school, complying with all school occupational health and safety policies and instructions.

## **7. SKILLS and QUALIFICATIONS:**

The English and Maths Support Teacher is required to:

- (a) Possess a suitable teaching qualification.
- (b) Preferably have or be working towards special qualifications / training / experience in learning support.
- (c) Maintain current registration with the Queensland College of Teachers.
- (d) Maintain a current Senior First Aid and CPR certificate.
- (e) Have Lutheran Education Australia Accreditation as a Teacher or be willing to work towards achieving within the required timelines. (Only applicable to permanent staff.)
- (f) Have a solid understanding of best practice in contemporary learning and teaching.
- (g) Have excellent interpersonal, communication, organisation and time-management skills.
- (h) Have excellent literacy, numeracy and ICT skills.
- (i) Display good flexibility, resilience and high problem-solving abilities.
- (j) Have a love of working with children and adults in a positive, healthy and supportive manner.

- (k) Work both independently and as an effective team member with other staff and volunteers.
- (l) Be an educational partner with parents.
- (m) Be physically, mentally and emotionally fit to perform the role to the required expectations at all times.

## **8. CONDITIONS of EMPLOYMENT:**

- (a) The terms and conditions of employment shall be as detailed in the Queensland Lutheran Schools Enterprise Agreement.
- (b) The salary is based on the relevant experience level as outlined in the Queensland Lutheran Schools Enterprise Agreement.
- (c) A six (6) month suitability probationary period applies to this position for educators not currently employed within Lutheran Education Queensland.
- (d) Permanent teachers must satisfy Lutheran School Accreditation requirements, which may require additional theological study and orientation workshops. Contract teachers may be required to participate in orientation workshops regarding Lutheran theology, perspectives and ethos.
- (e) Employment maintenance is subject to all relevant laws and policies, both current and future, being adhered to, as well as the ongoing satisfactory execution of the duties and tasks outlined in this Position Description.