



# Churchie.

ESTABLISHED IN 1912

## Position Description and Selection Criteria

<b>Position Title:</b>	Personalised Learning Team Leader
<b>School:</b>	Preparatory School
<b>Supervisor:</b>	Head Preparatory School
<b>Type of Employment:</b>	Full-time (Teacher) Five (5) Year Fixed Term PAR position
<b>Last updated:</b>	February 2018

### Background

#### Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools. Churchie is an IB World School, authorised to teach the Primary Years Programme (PYP) and the Diploma Programme (DP).

As a community we strongly desire to work with the students, the parents and the School itself. We deem this community collaboration an integral part of our School operations and contributions. Creativity and innovation, are effective through this relationship and by constant review we are able to provide high quality education for the young men of Churchie.

#### Information for Prospective Staff

Information can be found at [www.churchie.com.au](http://www.churchie.com.au)



## Duty Statement

### Primary Purpose of Position

By recognising the value and uniqueness of each individual student within the Preparatory School community the Personalised Learning Team Leader will provide students who are gifted or talented and/or experience learning difficulties or delay, and lead the Personalised Learning Team.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

Duties and responsibilities include, but are not limited to:

- Identify boys in need of gifted education and / or learning difficulties support in consultation with Prep School executive, teachers, parents and other agencies and the pro-active consideration of a range of assessment data;
- Design, develop, implement, monitor and evaluate programmes and provisions to provide learning support for boys with specific learning challenges and give them learning strategies within the normal classroom situation;
- Design, develop, implement, monitor and evaluate programmes and provisions for gifted and talented students that maximise these gifts and talents;
- Ensure the development, implementation and evaluation of Individual Education Plans (IEPs) for boys attracting Government Verification Funding, and of Individual Learning Plans (ILPs) for those boys not attracting such funding but still in need of such curriculum modification;
- Lead the Personalised Learning Team in the Preparatory School.
- Teach boys individually or in small groups, in the classroom and in withdrawal settings, according to their specific needs;
- Support classroom teachers through consultancy in preparing programmes and strategies that help personalise learning within the normal classroom setting for boys with gifts and talents and / or learning difficulties;
- Maintain regular communication with parents of students receiving Personalised Learning support;
- Be an active member of the Preparatory School Staff in all aspects of the School's activities, including co-curricular involvement;
- Assist teachers with the behaviour management of boys with particular needs;
- Liaise with Preparatory School executive staff, School Counsellor and Senior School colleagues, teachers and external providers and support services as required;
- Be an active member of the Preparatory School Team Leaders group, meeting under the leadership of the Head of Preparatory School or his nominee;
- Maintain active participation in professional associations and networks pertaining to the role;
- Enhance and promote the School's reputation as a leader in gifted education and personalised learning.



### Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct.
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles.
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.

### Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising in the course of work;
- Apply first aid when necessary.

### Student Protection:

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection Officer immediately. All staff at Churchie are required to hold (or apply for) and maintain a current Working with Children Check – Blue Card QLD or be registered with and maintain registration with the Queensland College of Teachers.

## ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

## SELECTION CRITERIA



1. Qualified Teacher and registered with the Queensland College of Teachers. Combined with demonstrated experience and/or post-graduate qualifications in Gifted Education and Special Education/Learning Support.
2. Proven excellence as a classroom practitioner within a Primary School, employing strategies that engage boys in learning, deploying group and individual learning options that sustain a literacy-rich curriculum and which use technology (such as tablets/laptops).
3. Demonstrated ability to effectively develop, monitor and evaluate collaborative Individual Education Plans and Individual Learning Plans for students requiring them.
4. Experience and expertise in meeting the literacy and numeracy needs of boys.
5. Demonstrated ability to effectively lead a small team and work collaboratively across a multidisciplinary team.
6. Demonstrated ability to build and maintain effective working relationships with colleagues, students, families and other agencies.
7. Experience in designing, implementing and assessing effective curriculum. (experience in the International Baccalaureate Primary Years Programme (PYP) would be advantageous).
8. Eligible to reside and work in Australia,

### Application Process

Applicants should submit:

1. A cover letter (1 to 1.5 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
2. A full resume.
3. The names, address and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria.  
(*Please note:* in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. Relevant Academic Transcripts/Records and other relevant qualifications.  
(*Please note:* this is not your Graduating Certificate).
5. A copy of your current Blue Card, or acknowledgement of eligibility to obtain a Blue Card

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