



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Teacher - Personalised Learning Team - Preparatory School (Reception to Year 6)
School:	Preparatory School
Faculty:	Learning Support
Supervisor:	Head of Preparatory School
Type of Employment:	Part -time, Fixed Term (0.6FTE)
Last Updated:	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 program: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic program has implemented the National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programs 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 in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

To provide learning support for boys from Reception to Year 6 who are gifted or talented and/or experience learning difficulties or delay.

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 Preparatory School executive, teachers, parents and other agencies and the pro-active consideration of a range of assessment data;
- Design, develop, implement, monitor and evaluate programs and provisions to provide learning support for boys and give them learning strategies within the normal classroom situation;
- Design, develop, implement, monitor and evaluate programs 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;
- 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 programs and strategies that help personalise learning within the normal classroom setting for boys with gifts and talents and / or learning difficulties;
- Maintain close contact with the parents of students receiving Personalised Learning Team 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 executive staff, School Counsellor, Senior School colleagues, teachers and external providers and support services as required;
- Maintain active participation in professional associations and networks pertaining to the role;



- Perform duties under the leadership of the Personalised Learning Team Leader;
- Enhance and promote the School's reputation as a leader in personalised learning;
- Ensure that all programs, provisions and teaching/learning approaches implemented are in keeping with the Standards and Practices of the International Baccalaureate Primary Years Programme.

From time to time additional duties may be required by your Supervisor, Deputy Heads of Preparatory School and/or Head of Preparatory School

- 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.
- Applicants must possess (or be eligible to obtain) registration with the Queensland College of Teachers.

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

The successful candidate will have:

1. Appropriate tertiary qualification in Primary Education combined with Primary classroom experience.
2. Experience and/or post-graduate qualifications in Special Education/Learning Support.
3. Demonstrated ability to integrate information technology into the classroom.
4. Experience in and expertise in meeting the literacy and numeracy needs of boys.
5. Ability to work effectively within a team and demonstrated ability to build co-operative relationships with parents.
6. Experience in designing, implementing and assessing effective curriculum (experience in the International Baccalaureate Primary Years Programme would be advantageous).
7. Eligible to work in Australia, Qualified Teacher and registered with the Queensland College of Teachers.

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.
(Please note: this is not your Graduating Certificate).
5. A copy of your Queensland College of Teachers registration.

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