



KNOX GRAMMAR SCHOOL

# ROLE DESCRIPTION

## LEARNING SUPPORT TEACHER

PERMANENT FULL-TIME

### MISSION STATEMENT

Knox Grammar Preparatory School seeks to be an exemplary school developing, within a caring Christian environment, young men of integrity, wisdom, compassion, and faith; men with a sure knowledge of who they are, and how they should live.

### AIMS OF THE SCHOOL

#### 1. Christian Purpose

- To confirm our Christian heritage as the foundation of values.
- To assist boys to come to an understanding of the Christian faith as revealed in the Old and new Testaments, and interpreted in the "Basis of Union" of the Uniting Church in Australia.
- To enhance spiritual growth through the development of faith, so encouraging boys to make and maintain such a commitment to Jesus Christ and His teaching as would lead them to develop a mature Christian life.
- To help boys to understand the oneness of all peoples which transcends cultural and economic, national and social boundaries that they may live and relate to others in a Christ-like manner.
- To develop in boys an awareness of the importance of worship, and to encourage them to become involved in the life of a local parish.

#### 2. Curriculum

- To maintain a challenging, thorough and well-balanced curriculum providing appropriate learning experiences for all students.
- To nurture both diligence and excellence in all endeavours.
- To seek constantly to offer the best in educational practice and facilities.

**Academic:** To assist boys to acquire the capacity to think critically and communicate clearly, and to develop questioning minds motivated to the continued pursuit of learning.

**Cultural:** To encourage in boys an appreciation of cultural pursuits such as music, art, drama, speech and debating, and to offer a variety of opportunities for boys to participate, and to develop understanding and capabilities, in these fields.

**Physical:** To encourage boys to value healthy lifestyles by the development of physical capacities through outdoor education, recreational pursuits, competitive demands and difficult challenges.

### **3. Personal Growth**

- To assist boys to develop an enthusiasm for life.
- To encourage understanding of, and interest in, the great issues of life.
- To interpret and instil the precepts of the School motto "Virile Agitur", within the framework of the School's commitment to Christian values, so that boys will be encouraged to act as men of courage, conviction, integrity and compassion; men willing to give their energy and interest to others without thought of reward.
- To expect of the whole school community honest and morally upright behaviour consistent with the School's commitment to Christian values.
- To encourage the development in boys of self-esteem, self-discipline, a sense of responsibility and true leadership capacity.
- To encourage the development of teamwork so that boys perform with selflessness and a recognition that each individual's contribution significantly affects the team.

### **4. Community**

- To foster a spirit within the Knox Family whereby Home and School may be mutually reinforcing in their care of young people.
- To encourage within the wider Knox Community an active interest in, and support for, the Mission of the School.

### **5. Staffing**

- To appoint high calibre staff who respect the Mission Statement and Aims of the School.

### **6. General Management**

- To ensure that the School is effectively and efficiently managed.

### **7. Physical Infrastructure**

- To ensure that the grounds, facilities and equipment meet the needs and the standards of the School's educational programmes.

## ROLE DESCRIPTION

The Knox Grammar Preparatory School is currently seeking a permanent full-time Learning Support Teacher to commence in Term 1, 2018.

Teachers at Knox Grammar School are professional educators whose work is guided by the values of the Knox tradition enunciated in the School's Mission Statement. Each Teacher is a member of a Departmental / Stage Team, which is inspired at all times by the highest ideals of collegiality and teamwork.

## ROLE RESPONSIBILITIES

A Knox Learning Support Teacher:

- Liaises with individual classroom teachers about how to effectively use support within their classroom.
- Models exemplary classroom practice in small group, team teaching and whole class instruction.
- Delivers specific direct instruction programs to small groups e.g. MiniLit and MultiLit
- Displays an excellent knowledge of diagnostic Reading and Mathematics assessments and other standardised tests and uses the data to inform best teaching practice.
- Provides direct support for boys with additional learning needs including those with Autism Spectrum Disorder, difficulties in learning, including literacy and numeracy difficulties, behaviour disorders, language and communication disorders, and other confirmed disabilities.
- Plans, implements, monitors and evaluates teaching programs for boys with additional learning needs in conjunction with regular classroom teachers.
- Prepares and implements Individual Education Plans and Behavioural Plans when required.
- Implements behaviour strategies and support structures in the classroom.
- Collects and monitors data about boys with Learning Difficulties in order to measure progress and to inform for planning and writing of programs.
- Prepares digital student profiles on boys with learning and behavioural needs.
- When requested provides professional advice, support and mentoring to classroom teachers on how best to cater for the diverse learning needs in their classrooms.
- Works effectively in partnership with families to maximise learning opportunities for boys at school and at home.
- Works collaboratively with other specialists (school counsellor, speech /language pathologists and occupational therapists) to co-ordinate services to boys with learning difficulties.
- Is an advocate for each boy with learning and/or behavioural difficulties.

## POSITIVE EDUCATION

Within the Positive Education framework which has been adopted by the School, care of each individual is of paramount importance and to this end all new staff are assigned to a House. Classroom Teachers in the Preparatory School (K-6) assume general responsibility for the leadership and pastoral care of students in their class.

A Knox Teacher:

- Communicates with students, fellow staff and parents in a respectful, clear, caring and professional way
- Participates with others to create and run appropriate pastoral programs for students
- Establishes rapport with students and encourages them
- Participates in pastoral care retreats if required
- Provides Christian example and model by word and action for all boys
- Maintains professional confidentiality on information about students
- Seeks advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate
- Is proactive in communicating with parents and responds promptly to parental calls or enquiries
- Supports fellow staff professionally in all areas of school life
- Keeps appropriate records

- Where there is a perceived danger to a student, communicates confidentially with the Headmaster or a member of the Executive Team

## PROFESSIONAL DEVELOPMENT

A Knox Teacher;

- Keeps abreast of current developments in educational thinking, curricula and teaching practice attends relevant professional development training and reports back to colleagues
- Acknowledges that all members of the School community, students and staff, are engaged in a process of lifelong learning
- Contributes to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
- Maintains professional accreditation with recognised professional associations including the NSW Institute of Teachers and the AIS

## RELATED DUTIES

A Knox Teacher;

- Can be relied on to carry out supervisory duties as required, including active grounds duty
- Takes an active involvement in the general life of the school, and supports it formally and informally within and beyond the school
- Attends and participates wherever possible in all departmental, stage and general staff meetings
- Attends all lessons (unless prior arrangements have been made) and is punctual
- Carries out the administrative requirements associated with classroom teaching
- Dresses appropriately for a professional educator
- Demonstrates at all times a support of school rules in dealing with students
- Adheres to the specific requirements of the appropriate section of the school or department
- Attends parent/teacher interviews
- Attends speech days and chapel services in the appropriate part of the school
- Attends and participates in Assemblies
- Is prepared to attend and participate in school camps, if required
- Attends and participates in relevant curriculum-based excursions

## CO-CURRICULAR

There is an expectation that all teachers at Knox Grammar Preparatory School will involve themselves in the co-curriculum activities offered to students at the School

A Knox Teacher;

- Will give time to the School after school and/or on the weekends to fulfil their co-curricular obligations (sport and/or activity)
- Plans a consistent, coherent and relevant program in their area of co-curricular activity
- Provides the appropriate duty of care and supervision to the students in their charge

***Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation***