



Donvale Christian College

Position Description

Position: 2024 Secondary Learning Support Teacher, commencing Term 1, 2024.
Part-time 0.50 FTE

Accountable to: Learning Support Coordinator
Deputy Principal - Head of Secondary (overall)

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the end of the Position Description. Three referees are required to be listed, including one church reference demonstrating an active faith.

Applications will be received as advertised until **Wednesday, 27 September 2023**. Please send your application via email to: employment@donvale.vic.edu.au.

Please indicate in your application that you are applying for a **'2024 Secondary Learning Support Teacher'** position.

Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1570 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

All Staff are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

Introduction:

The Learning Support Team is excited to welcome a new member to our dynamic team. Within the Donvale Christian Secondary School, the Learning Support Teams mission is;

to champion the diverse needs of our students within all areas of our school life and equip them to live out their unique and purposeful calling as image-bearers of Christ.

We look forward to welcoming a Learning Support Teacher who shares our vision;

- **Students** in our school will see the Learning Support team as important support framework in achieving these outcomes.
- **Teachers** in our school will report that the Learning Support team were essential in supporting them to improve their teaching and learning practises and improve student outcomes.
- **Parents** in our school will report that the Learning Support team worked alongside them to facilitate growth and development in their child by building support groups that examined curriculum, promoted wellbeing and enabled effective pathways.
- The learning support team will foster **safe and trusting** relationships with students that inspire and build the confidence and independence of our students.
- The learning support team will operate as a collaborative, communicative, and inspired group of educators who seek to develop their **professional practice** to improve student learning.
- The actions and **decision making** processes of the Learning Support team will be centred around advocating for the needs of our students first and foremost.

Role Description:

Specifically, the Learning Support Teacher will work in collaboration with the Learning Support Coordinator and the Learning Support team to support our students with specific learning needs including:

- Plan for, conduct and support as necessary, small class evidence based literacy and numeracy classes in Years 7-10.
- Support VCE students develop the necessary skills to use their special provisions for assessments to the very best of their ability.
- Identify and work in collaboration with classroom teachers to provide modified curriculum for students who require 1:1 intervention.
- In collaboration with classroom teachers, continuously monitor students' progress by reviewing current adjustments provided to students and regularly assessing their effectiveness on student development.
- Have the ability to conduct screening and educational assessments (or willingness to undertake required training) and be able to analyse the data to inform student's access to curriculum.
- Document ongoing monitoring of student's development and progress.
- Work closely with the learning support team to develop their skills and consequently improve student outcomes.
- Assist in the preparation of VCAA special provisions.
- Conduct Student Support Group meetings with students, parents and teachers as directed by the Learning Support Coordinator.

- Maintain online records that provide tangible evidence of thorough teacher/parent/student; consultation, observation, review and adjustments (knowledge of Schoolbox, Synergetic and Microsoft suite preferred).
- Interpret reports written by external providers and consult with parents and students to develop Student Learning Profiles.

Professional relationships:

- Responsible to the Head of Secondary through the Learning Support Coordinator
- Liaise with Learning Support staff, Year Level Coordinators, Head of Learning and Curriculum Development (Secondary), Heads of Learning, Secondary teachers and College staff.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and/or students and attendance at the staff retreat.

Pastoral Care, Child Safety, Discipline and Classroom Organisation

- Sustain an environment of Christian care and support based on Biblical principles.
- Commitment to promoting and protecting the interests and safety of children.
- Establish and maintain a good rapport with students.
- Maintain student staff and parent confidentiality.
- Establish and reinforce appropriate codes of behaviour.
- Pray for students.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights as designated.
- Prepare for and attend Parent Information Evenings as required.
- Prepare for and attend weekly learning meetings and other team meetings.
- Prepare for and attend special events designated by the College, such as the annual Thanksgiving service.
- Attend and support staff devotions and lead devotions in staff meetings as rostered.
- Attend Camps as required.
- Attend Board/Staff functions as arranged.
- Other duties as directed by the Head of Secondary and Learning Support Coordinator.

Personal and Professional Development

- Nurture personal faith development and spiritual growth.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement teaching qualification with reading and professional development courses or conferences annually and share skills with others in your team.

College Expectations

All staff are expected to:

"Act justly, love kindness and walk humbly with your God." Micah 6:8

- Support the College’s guidelines and policies.
- Implement the programs, teaching practices and other activities as directed by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\’s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- Perform their responsibilities in a manner which reflects the College’s zero tolerance for child abuse and in accordance with the College’s Child Safety policies.
- Comply with all College policies including Occupational Health and Safety.

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education and/or Post-Graduate Qualification in the field of Inclusive Education.
- Experience in a school-based Learning Support role, small group and 1:1 teaching preferred.
- Registration as a qualified educator (VIT)
- Level 2 First Aid, First Aid Management of Anaphylaxis & Asthma (or ability to acquire)

Applications to include:

- Applications will be received as advertised until **Wednesday, 27 September 2023**. Please send your **application** via email to: *employment@donvale.vic.edu.au*.
- Applications are required to:
 - Indicate that you are applying for a **‘2024 Secondary Learning Support Teacher’** position.
 - Include a **covering letter** which includes a **reflection** on the reasons why you want to teach at Donvale Christian College.
 - Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
 - **Three referees** are required to be listed; included in the three is to be **one church reference** demonstrating an active faith.

Remuneration

- According to Donvale Christian College’s salary scale; this is based on qualifications and experience.

The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.