



GULF CHRISTIAN COLLEGE

POSITION DESCRIPTION – LEARNING SUPPORT TEACHER

- Accountability:** To the Principal.
- Relates to:** Principal, Learning Support Coordinator, Middle & Primary Classroom Teachers, Teacher Assistants, Students, Parents/Carers and Campus Operations Manager
- Qualifications:** Learning Support Teacher must be a registered teacher in Queensland. He/she should have a breadth of experience in secondary schools. Each Teacher / Coordinator will be encouraged to be involved in professional associations outside the College. All teachers will be encouraged to further their study of educational issues whilst employed at Gulf Christian College.
- Personal Attributes:** The Learning Support Teacher will:
- embrace the Christian ethos of the College.
 - demonstrate an ability to translate faith into practice
 - demonstrate an ability to maintain vision and strive for goals
 - act with integrity, loyalty, honesty and accept authority
 - act with tolerance and compassion
 - have a sense of humour
 - demonstrate an ability to forgive and accept forgiveness
 - demonstrate an acceptance of other people
 - exhibit self-discipline
 - demonstrate a willingness to learn
 - demonstrate an ability to work individually and as part of a team
 - demonstrate leadership abilities
 - exhibit a positive outlook on life
- Responsibilities:** The primary responsibilities for this position are provided below. From time to time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.
- Support, organise and plan programs for students in literacy and numeracy, whose skills are below year level benchmarks.
 - Document and manage Individual Support Plans for relevant students – liaising with teachers and parents/carers as required
 - Manage the process of recording all student data
 - Assist teachers to plan appropriate adjustments to programs/plans
 - Manage and coordinate the NCCD process within the College
 - To assist in the College enrolment process when required
 - Communicate with parent/s regarding their student's progress or difficulties
 - Administer and analyse test results from Year 7 to Year 9, including all new admissions into the College, e.g. PAT testing
 - Support the Learning Support Department team with day to day management of disability students
 - Liaise with Independent Schools Queensland (ISQ) in relation to reporting and submitting information as required for NCCD, SWD, ESL Bandscales, etc, in line with legislation and as required

- Support students with special consideration in NAPLAN
- Liaise and work with community support agencies in relation to the health, wellbeing and education of all students.
- Work in cooperation with Learning Support Coordinator within this Department as required
- To be aware and supportive of College Workplace Health and Safety (WHS) requirements and Child Protection training and requirements
- To carry out work practices in accordance with current Workplace Health and Safety standards
- Perform all other duties as required and associated with this role.

Reference Documents Pastoral Care Policy and Procedures
Work Health and Safety Manual
Contract of Employment
Child Protection Policy

Appraisal & Review As required.