



# Job Description

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## **Position:** Learning Support Teacher

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**Tenure:** Permanent, full-time position

**Responsible to:** HOD Learning Support

**Functional Relationships with:** Manager of Learning Centre Programmes  
Teaching Staff as appropriate  
Literacy Leader

### **PURPOSE:**

- To deliver specialist Literacy and Numeracy support programmes to identified students in Years 9, 10, 11+
- To be the Vision for Learning Team Member for the Student Support Faculty
- To work with groups of students, identified with specific learning needs, who have been timetabled to the Learning Support Department
- To assist in fostering a positive attitude school-wide towards inclusion and an equitable learning environment where students with extra learning needs are encouraged, respected, challenged and expected to learn within a mainstream environment

### **RESPONSIBILITIES AND KEY TASKS:**

- Carry out diagnostic testing of students identified with Literacy (comprehension and reading) issues, in association with other Learning Support staff. Actively carry out Reading Running Records
- In conjunction with the HOD Learning Support, relevant Deans, develop an appropriate Literacy programme to enhance the Literacy achievement at Levels 1, 2 and 3. Unit Standards pathway at Level 1 (and beyond?)
- Plan and deliver specialist Literacy (and Numeracy) programmes for timetabled Literacy/Numeracy classes/groups in the Junior School and Senior School, in conjunction with the HOD Learning Support
- Work alongside classroom teachers in identified classes (especially in the Junior School) to support them in catering for the learning needs of identified students within their classes
- Coordinate the Year 13 Reading Tutor programme – set up, provide training for and oversee the programme
- To be allocated as Learning Centre Duty teacher as other timetabled commitments permit
- Meet regularly with Learning Centre Manager and with HOD Learning Support when appropriate

- Comply with the policy and procedures of the Learning Support Department, including the referral procedures for students who may require Learning Support
- Ensure that resources within the Centre are maintained, useful for teaching , and appropriate for the learning needs and interests of students
- Provide a positive, attractive learning environment for students and staff within the Learning Centre
- Assist the HOD Learning Support in the training and ongoing professional development of Teacher-Aides
- Carry out other tasks as delegated by the HOD Learning Support, in regard to student learning needs and the efficient operation of the Learning Centre, as time permits

**PERSON SPECIFICATIONS:**

- Have very strong personal organisational skills and be able to multi-task, being able to prioritise as necessary and to work well under pressure
- Work efficiently and a willingness to complete tasks outside normal hours if required by arrangement
- Be technology savy, and willing to take opportunities to develop IT skills
- Have high level of interpersonal skills in order to liaise well with all levels of management and staff
- Be a positive role model – supportive of the Burnside High School Way ethos, presenting a good image and treating staff and students with courtesy and respect
- Flexible and positive in terms of accommodating changes to tasks and duties within the job description

**DECLARATION**

I accept this position as offered. I have read the content of this job description and understand and accept its parameters.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_