



Position Description	Teacher – Students with Additional Needs
Direct Supervisor	Head of Academic Support
Reports to	Deputy Principal
Key Liaisons	Head of Junior School, School Psychologist, Junior School Classroom Teachers
Last Updated	May 2024

Vision, Mission and Values

Our Vision

St Aidan's nurtures each student's personal aspirations within a vibrant learner-centred community.

Our Mission

St Aidan's strives to provide excellence in education, in a caring, friendly environment, where each individual, nurtured and shaped by the values of the Christian Faith, has the opportunity to achieve her full potential and to develop a passion for life and for learning.

Our Values

Our focus is to develop and promote authentic, caring, confident, creative and connected women who value reason, imagination, truth, compassion and responsibility.

Position Overview

- To provide educational support for Students With Additional Needs [SWAN] to access the educational curriculum within the school to the best of their ability and to provide resources and strategies that will enhance this process.
- To provide teachers with useful and relevant information about each student to improve their understanding of the student's learning needs and relevant adjustments.
- To help foster a culture of acceptance and appreciation within the school community for students who have diverse needs.
- To support parents of students with additional needs in providing support for their child.

Responsibilities and Accountabilities (Key Tasks in conjunction with the Head of Academic Support)

- Oversight of school policies and procedures for the collection of evidence for the Nationally Consistent Collection of Data (NCCD).
- Organising staff professional development on support and differentiation for SWAN.
- Consult with parents and other key stakeholders in the preparation of Personalised Learning Plans (PLPs) using the recommendations of external health professionals.
- Regular contact with parents of students with additional needs.

- Contacting parents, therapists, visiting teachers (if applicable).
- Conduct initial screening with students to determine the need for appropriate support.
- Coordination of disability adjustments for NAPLAN testing.
- Assist the Head of Academic Support for students with learning enrichment needs.
- Assisting teachers and students within the classroom to support and manage students with additional needs in the classroom.
- Assisting teachers in the modification of classroom tasks, assignments, and examinations for approved students.
- Updating Teacher Kiosk and TASS with all SWAN information.
- Timetable SWAN Teacher Aides in consultation with Head of Academic Support and oversight of daily workflows for Aides.
- Collaborate with other SWAN teachers to manage case loads effectively.
- Develop and oversee programs for English as an Additional Language/Dialect [EALD]

Commitment to safety, welfare and wellbeing of students

- Be informed of responsibilities in relation to student protection, including but not limited to, attending all mandatory Student Protection training and being familiar with relevant school policies.
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge and staff ID at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other).

Commitment to Work Health and Safety

- Report any hazards or potential hazards immediately. Eliminate or Isolate the hazard if it is safe to do so.
- Report any accidents involving students, staff or visitors.
- Cooperate in any emergency drills and safety audits.
- Undertake Work Health and Safety training as required.
- Follow all safety policies, procedures and instructions.
- Lodge risk assessments for all external and internal risk activities.
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards for example electrical appliances to be tagged and tested before use.

General

- Participate in the performance review process.
- Participate in staff meetings, mandatory training and professional development as required.
- Other relevant and reasonable duties as required.

Position Requirements

Experience and/or Qualifications

- Be a registered teacher in Queensland.
- Academic qualification in Special Needs/Education (desired).
- Previous experience working with students with additional needs.
- Willingness to participate in the co-curricular life of the School.

Skills

- Proven high-level interpersonal skills to relate to primary school and adolescent young women and their parents.
- Proven ability to organise, motivate and relate to young people.
- Strong communication skills - both verbal and written.
- Excellent organizational skills.

This position involves working with children. All position holders will be subject to a gaining and maintaining satisfactory employment screening for child related employment in accordance with legislation and school policies.