SPECIAL EDUCATION TEACHER (SECONDARY)

POSITION DESCRIPTION

Name of Position: Special Education Teacher (Literacy)

Where Applicable: Lew Family Secondary School

Tenure: Part-time/Full-time

Eligibility & Qualifications: Registered with Victorian Institute of Teaching
Any suitably and relevantly qualified person who can attend to the job description will be considered. Special Education Qualification preferable.

Salary: In accordance with the Mount Scopus Memorial College and Gandel Besen House Teachers Workplace Agreement 2014

Responsible to: Director of Student Services (Secondary School)

1. The Role Of Special Education Teacher

Primary Objectives of the Position

- To work with students across levels and subject boundaries
- To assist class teachers in supporting students who have special needs
- To work with class teachers on appropriate modification of curriculum
- Provide appropriate resources for students pertinent to their individual needs.
- Provide feedback to parents on a regular basis
- To develop and deliver programs appropriate to the needs of small groups of students, particularly in the area of literacy.
- To work with the Student Services Team in the management of needs for individual students.
- To attend relevant curriculum meetings and provide input and constructive feedback which reflects the needs of students with learning difficulties.
- To assist in the identification of students with learning difficulties
- To diagnostically assess individual students, provide written reports and assist teachers in implementing appropriate strategies.

2. Attributes

Candidates should be able to demonstrate the following attributes:

- a flexible and open ended approach to learning
- effective communication with students who have special needs
the ability to work collaboratively with colleagues
an ability to remain calm in stressful situations, and to diffuse potential situations of confrontation
a desire to keep abreast of a broad range of special education issues and current research.
the ability to foster a warm rapport with individual students

3. Accountability and Appraisal

You will be seen to be successful if:

- You fulfil the role stated in section 1.
- You are able to work with the multi-faceted community which comprises the College community.
- You are sensitive to the particular religious needs of the College community.
- You adopt a student-centred approach to your responsibilities and duties.
- You are approachable in your dealings with students, parents, staff and administrators.
- You are pro-active and able to command the respect and support of your fellow staff members.

A regular appraisal will be carried out focusing on your performance apropos Sections 1 & 2 This appraisal will be administered by the Director of Student Services or a suitable substitute appointed by the Deputy Principal, Secondary.

- The appraisal will be presented in writing and will reflect both the appraiser and the appraisee’s views on the degree to which the relevant criteria are being met.
- A copy of the fixed appraisal will be placed in your personnel file.