POSITION DESCRIPTION

POSITION: Primary Special Education Teacher
REPORTS TO: Head of Student Services (Primary School)
CAMPUS: Smorgon Family Primary School
Fink Karp Ivany
Gandel Besen House

TIME FRACTION Part Time/Full-time

ELIGIBILITY AND QUALIFICATION: Experienced and relevantly qualified person who can attend to the job description.

SALARY: In accordance with Teaching Staff salary scale as per Mount Scopus Memorial College Teaching Staff Workplace Agreement

The Role of the Special Education Teacher:

1. Primary Objectives of the Position:
   - To work with students across all levels in subject areas of Literacy and Numeracy.
   - To assist class teachers in supporting students who have special needs.
   - To work with teachers on appropriate modification of curriculum.
   - To provide appropriate resources for students pertinent to their individual needs.
   - To provide feedback to parents on a regular basis.
   - To develop and deliver programmes appropriate to the needs of individuals and/or small groups of students in the area of Literacy and Numeracy.
   - To work with the Student Services team in the management of the needs of these 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.
   - To attend Student Support Group meetings where applicable.
2. Attributes

Candidates should be able to demonstrate the following attributes:

- A flexible and open-minded approach to learning.
- Effective communication with students who have special needs.
- Operate as a collaborative and coordinated member of Student Services team with colleagues.
- An ability to remain calm in stressful situations, and to diffuse potential confrontational situations.
- 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. Organisational Environment:

- Directly responsible to the Head of Student Services in the Primary school.

4. Accountability and Appraisal:

You will be viewed as successful in your endeavours if:

- You fulfill the role stated in Section 1 (Primary Objectives of the Position).
- 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 are seen to adopt a child-centred approach to your responsibilities and duties.
- You are perceived as approachable when dealing with students, parents, staff and administrators.
- You demonstrate initiatives, command respect and support of fellow staff members and colleagues of the Student Services Dept.
- A regular appraisal will be carried out focusing on your performance apropos Sections 1 and 2. The Head of Student Services will administer this appraisal or a suitable substitute appointed by Head of FKI Campus.
- The written appraisal will be presented and will reflect both the Appraiser and Appraisee’s views regarding the degree of accomplishment of relevant criteria.
- A copy of the appraisal will be forwarded to Human Resources and placed in your personal file.

Employee Name: _______________________________________

Signature of employee: ___________________________________

Date: ______________________