

# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## Classroom Support Teacher

Position Number	000137
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	Carroll College, Broulee NSW

### Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	A qualified classroom teacher educates students using approved techniques and resources aligned with the curriculum, providing regular assessment and feedback while maintaining accurate records. They collaborate with colleagues and families and uphold professional standards through ongoing learning and accreditation.
Position Duties	<p>As a Classroom Support Teacher</p> <ul style="list-style-type: none"> <li>• Work with teachers and with students to improve student achievement.</li> <li>• Work collaboratively with the classroom teacher to support Student literacy development.</li> <li>• Maintain teaching expertise and knowledge of evidence based, effective teaching practices to improve student achievement across the learning areas or subjects with a focus on literacy and numeracy. The focus is on development of Catalyst Bold Goals, and High Impact Teaching Practices (HITPs)</li> <li>• Provide support to school teams and individual teachers in identifying patterns of achievement and selecting evidence-based intervention strategies at whole school, cohort and individual student levels for underachieving students, including students with learning disabilities. This will include elements of literacy strategies such as The Writing Revolution (TWR) and MacqLit, and Multilit</li> <li>• Support teachers in assessing and monitoring the progress of students underachieving in the literacy and numeracy demands of the learning areas or subjects.</li> </ul>

- Provide professional specialist advice, support and mentoring to classroom teachers on: how best to cater for the diverse learning needs in their classrooms, and how to effectively work in partnership with families to maximise learning opportunities for students at school and at home.
- In cooperation with the classroom teacher, teach whole classes, small groups and individuals as needed
- Provide expertise, support and professional development at whole school, cohort and individual teacher levels to support improved student achievement.
- Provide support and advice on the teaching of students with diverse learning needs.
- Work alongside classroom teachers to contribute additional expertise in planning, teaching, assessing and monitoring student achievement and progress.
- Support documentation of intervention responses for students requiring additional support.
- Work collaboratively with other specialists (for example, guidance officers, speech language pathologists) to coordinate services which improve students' learning.
- Work with the Leader of Inclusive Education and support classroom teachers with the NCCD process – personalised planning, collaboration with the student and their carers, evidence collection and moderation of adjustment levels.
- Undertake the recording and collating of Student Personal Plans (PPs).

#### As a Teacher

- Always demonstrate active support for CECG policies and procedures.
- Create a learning environment that stimulates learning promotes excellence and accepts and acknowledges the needs of students to be both challenged and supported.
- Make the best use of the resources available.
- Use a variety of teaching and learning techniques to meet individual needs.
- Identify learner needs, conferring with specialist staff in the school when necessary.
- Present and explain assessment criteria to students in advance.
- Provide timely and useful feedback about completed assessment items for students.
- Fulfil all requirements relating to assessments and their documentation.
- Communicate in a clear, respectful, and professional way to optimise each student's development.
- Attend all lessons and be punctual to class.
- Maintain professional confidentiality on information about students.

	<ul style="list-style-type: none"> <li>• Be proficient in the use of IT as a teaching and administrative tool.</li> </ul> <p>Record Keeping &amp; Reporting</p> <ul style="list-style-type: none"> <li>• Plan, prepare, record, and evaluate work to be undertaken by classes.</li> <li>• Mark and assess students' work and keep complete and accurate records of each student's progress.</li> <li>• Communicate with parents in written reports and parent-teacher interviews and at other times as required.</li> <li>• Carry out administrative tasks thoroughly and punctually.</li> </ul> <p>As a Member of Staff</p> <ul style="list-style-type: none"> <li>• Communicate with and establish effective and cooperative working relationships with staff.</li> <li>• Help enable the best use of shared resources.</li> <li>• Undertake playground, class, and other supervision according to rosters as required.</li> <li>• Work with colleagues to review and develop the curriculum and write course documents.</li> <li>• Attend staff and faculty meetings.</li> </ul> <p>Professional Development of Self and Staff</p> <ul style="list-style-type: none"> <li>• Undertake regular professional development, relevant to the needs of students and the requirements of the curriculum.</li> <li>• Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking.</li> <li>• Contribute to the professional development of other staff members by sharing knowledge, ideas and resources</li> </ul>
<p>Selection Criteria</p>	<ol style="list-style-type: none"> <li>1. Strong commitment to the College's Catholic ethos and a willingness to foster it in the local community.</li> <li>2. Ability to combine specific expertise in particular disciplines or subject areas with a capacity to integrate curriculum, assessment and teaching practices.</li> <li>3. Demonstrated ability or potential to be an effective classroom teacher, employing a wide range of classroom strategies, including the integration of learning technologies and reflecting an understanding of current teaching &amp; learning theories.</li> <li>4. Evidence of an ability to foster within students a sense of belonging, community and connection in their learning.</li> <li>5. Demonstrated ability to fulfil the pastoral care and student management responsibilities of a teacher in the College.</li> <li>6. Evidence of a high level of communication and interpersonal skills and the ability to work collaboratively as part of a team.</li> <li>7. Ability and willingness to contribute to further curriculum and policy development.</li> </ol>

	8. Demonstrated commitment to and active engagement in personal and professional development.
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor of Teaching or Master in Teaching.</li> <li>• Working with Children’s Check (WWCC) registration.</li> <li>• NSW Education Standards Authority (NESA) accreditation.</li> </ul>

## Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> <li>• Working with Vulnerable People Check (WwVP)</li> <li>• Teaching Quality Institute (TQI)</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children Check (WwCC)</li> <li>• NSW Education Standards Authority (NESA)</li> </ul>

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).