

STUDENT SUPPORT COORDINATOR

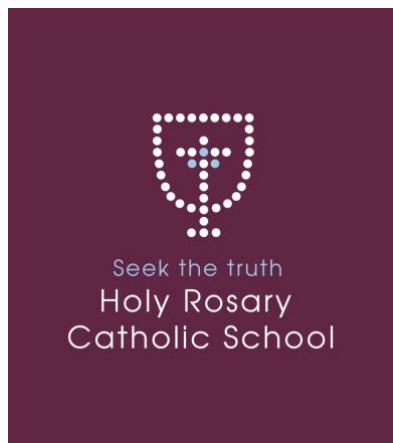
1.0FTE TEACHER ONGOING

POSITION OF LEADERSHIP: 3 YEARS LIMITED TENURE

POSITION COMMENCEMENT DATE: MONDAY 3 FEBRUARY 2025

(CONSIDERATION WOULD BE GIVEN TO JOB SHARING THE ROLE)

HOLY ROSARY CATHOLIC SCHOOL CLAREMONT



[HTTPS://WWW.HOLYROSARY.TAS.EDU.AU/](https://www.holyrosary.tas.edu.au/)

APPLICATION PACKAGE

CLOSING DATE: 9.00AM THURSDAY 17 OCTOBER 2024



Holy Rosary Catholic School is located in Claremont and has an enrolment of 440 students from Kindergarten to Grade 6. We pride ourselves on providing a supportive school environment with a range of excellent facilities to enhance the education of our students. The school is seeking applications for a suitably qualified, innovative and enthusiastic Student Support Coordinator who can demonstrate a commitment to the aims and philosophy of Catholic Education. For further information about our school please visit our website: holyrosary.tas.edu.au

Organisational Environment

Catholic Education Tasmania (CET) serves 38 schools and colleges, over 17,000 students, their families and over 2,200 staff across Tasmania. We offer a quality education in early learning, kindergarten, primary school, high school and senior secondary education, for students of all backgrounds and abilities.

Faithful to our role in spreading the Gospel, we remain dedicated to the evangelising mission of Christ and the Church, as we work under the guidance of Archbishop Julian Porteous, for the growth of our students in wisdom, knowledge, understanding, prayer, and holiness.

The CET educational community is committed to providing high-quality, planned instruction for learning that gives every student the very best opportunities to learn and grow in every lesson of every day.

Organisational Requirements

All employees of Catholic Education Tasmania are required to:

- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools, the Archdiocesan Mission and priorities.
- Take reasonable care of their own health and safety and that of other people, including people working under their supervision or direction who may be affected by their acts or omissions at the workplace – in accordance with the current Tasmanian Work Health and Safety Act.

Role Description - Student Support Coordinator

Role Title/Position:	Student Support Coordinator
Points Allocation:	3 points
Tenure:	3 years
Position reports to:	Principal

Role Purpose

The role of the Student Support Coordinator is to be the key teacher for student support. This area includes, but is not isolated to, accountability requirements for the National Consistent Collection of Data (NCCD), leading the coordination of Learning Plans, and coordinating targeted support for students with specific needs and learning difficulties.

The Student Support Coordinator will also lead the coordination and implementation of programs and initiatives within the school that support the wellbeing of students. Where appropriate support the Principal with students with behavioral needs. This also includes students who identify as Aboriginal and Torres Strait Islander and gifted and/or talented students.

The Student Support Coordinator is to provide for the spiritual, academic and wellbeing needs of all students and adhere to Catholic principles, by personal example, integrity and behaviour. The Student Support Coordinator is a member of the leadership team of the school.

Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Promote pastoral care within the school community, particularly in relation to students and staff
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools

Personal Accountabilities

- To honour, respect and model the Gospel values in all interactions with people in day-to-day life
- To continually develop positive relationships with all members of the community
- To genuinely support each student within your care wherever possible, celebrating their diversity and catering to individual differences as required
- To be active, collaborative, authentic, professional and relational members of a Catholic school community
- To develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth

- To openly and honestly provide professional feedback and support to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community
- To openly and honestly enter into dialogue with the Principal and Leadership team with relevant issues where necessary and appropriate
- To recognise and support parents as the first and foremost educators of their children
- To actively engage and encourage parents to be involved in their child's education through a variety of opportunities
- To create an atmosphere in which parents feel comfortable to approach the teacher on matters relating to their child
- To maintain positive, open and proactive communication with parents, students, staff and the wider community
- To exercise sound judgment when dealing with confidential and sensitive information and matters
- To ensure accountability for the maintenance of confidentiality in regard to students and all members of the school community
- To maintain vigilance in undertaking reasonable care of personal health and safety and that of other people, in accordance with the requirements of current workplace health and safety legislation
- Working in regular consultation with specialist support staff, parents, school staff, and other relevant service providers to develop, implement and evaluate Learning Plans
- Maintain a knowledge and understanding of legislative requirements

Technical Accountabilities

- Work collaboratively with teachers, teacher assistants and other relevant support providers to plan for students using differentiated curriculum, personalised learning environments and assistive technologies within the framework of the Australian Curriculum
- Consult with specialist support staff, parents, school staff and other relevant service providers to develop, implement and evaluate Learning Plans within inclusive teaching programs
- Provide support, direct assistance or demonstrate and model appropriate teaching strategies and provide advice regarding specific programs and resources (including medical action, behaviour and transition plans)
- Promote inclusive practices and assist to build the capacity of school staff through modelling of effective pedagogy; referral to, facilitation of Professional Learning with the school
- Assist the school with coordination of services, assessments and the Nationally Consistent Collection of Data on school students with disability
- Support teachers with their responsibility of maintaining appropriate records and database requirements for students with additional needs
- Source support information and resources from other professionals and agencies as appropriate

Scheduling Accountabilities

- Report to the Principal and/or other senior staff regularly
- Attend staff meetings and professional learning sessions
- Meet with colleagues and senior staff to plan, moderate and discuss the teaching and learning of students
- In consultation with teachers and parents/carers support the development of Learning Plans for students with disabilities.
- Engage in on-going professional learning to build professional knowledge and skills and ensure current knowledge of disability specific information.
- Coordinate Learning Plan meetings.
- Prepare necessary reports, funding submissions and evaluations and complete the required administrative and organisational tasks as required.
- Assist with preparation of Learning Plans.
- Be the first and main point of contact for external specialists and service providers including the NDIS.
- Facilitate meetings with Teacher Assistants in regard to organisation, information and evaluation.
- Assist in the monitoring and accountability of the Learning Support budget.
- Complete scheduled tasks as per the Learning Support Coordinator calendar.

Role Relationships

Internal

- Principal
- School Staff
- Students
- Parish Priest

External

- Principals and teachers
- Parents
- Visitors/members of the public
- Other Professionals
- Parish
- Archdiocese of Hobart

Essential Criteria

Qualifications

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position
- Successful attainment of Accreditation C: Accreditation to teach Religious Education in a Catholic School; or the willingness to work towards the successful attainment thereof.
- Valid Working with Vulnerable People registration.

Experience

- Considerable experience as a classroom teacher.
- Sound experience in implementing differentiated curriculum to meet the needs of all students.
- Sound experience in teaching a range of grade levels.
- Demonstrated commitment to inclusive education and catering for students with diverse needs.

Knowledge, Skills and Abilities

- Demonstrated knowledge of how students learn.
- Understanding of Australian Curriculum relevant to Tasmanian Catholic education.
- Understanding of current teaching pedagogy and best practice.
- A current knowledge of disability specific information.
- A knowledge and understanding of legislative requirements.
- Ability to create and maintain a supportive and safe learning environment.
- Ability to assess, provide feedback and report on student learning.
- Demonstrated ability to engage professionally with colleagues, parents/carers and the community.
- Ability to engage with the School community.
- Demonstrated commitment to ongoing professional learning.

Desirable Criteria

Qualifications

- Gained or working towards a post graduate qualification in Inclusive Education.
- Current Motor Vehicle Licence.
- Tertiary study with a focus on Students with specific needs.
- Ability to conduct targeted assessments.

Knowledge, Skills and Abilities

- Experience in different schools.
- Experience teaching different grade levels.

Additional Position Information

Commencement:	Monday 3 February 2025
Tenure:	Teacher 1.0FTE ongoing position Position of Leadership associated with 3 Leadership Points Limited Tenure 3-year period (The Position of Leadership (POL) component is for a contract period only)
Probation:	6-Month Probation Period
Location:	Holy Rosary Catholic School, 29 Wyndham Road, Claremont
Classification:	Teacher As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Final Check List for Applications

Before sending in your application, use this checklist to ensure you have completed all important details. In particular, check that you have:

- Read the Role Description, which outlines the Evidentiary Requirements
- A brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken

(Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)

Applications are to be addressed to Mrs Susan McGann, Principal and forwarded electronically via the CET careers website <https://catholic.tas.edu.au/careers> by clicking 'Apply Now'

Applications close: 9.00am Thursday 17 October 2024

If you have any further queries regarding your application, please do not hesitate to contact Susan McGann on 6275 5200 or email holyrosary@catholic.tas.edu.au