



LIGHTHOUSE CHRISTIAN COLLEGE

Position Description

Position Title	Learning Support Teacher – NCCD supervision
Work Location	Keysborough campus
Award	MA000077 - Education Services (Teachers) Award 2020
Classification	Based on experience
Qualifications and Experience	Qualified Teacher status with VIT A degree including educational qualification (mandatory)
Reports to	Learning Support Coordinator
Direct Reports	Nil
Date Created	21/06/2024

Lighthouse Christian College

Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train and disciple Godly Generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son and our power in God the Holy Spirit.

Our Values

Our focus is to develop and promote humility, empowerment, authenticity, respect and tenacity within the college community.

Position Summary

The role and function of a Learning Support Teacher at Lighthouse Christian College is to:

- Carry out professional duties and to have responsibility for teaching and supporting, both directly and indirectly, students with additional needs,
- Be responsible for the day-to-day work and management related to the identification, support, intervention and monitoring of students with additional needs and the safety and welfare of the students, during on-site and off-site activities, to promote the aims and objectives of the College,
- Monitor and manage the NCCD aspect of students with additional needs and ensure that NCCD requirements in relation to those students are up to date
- Work within the College policies and maintain its Christian philosophy of education with a clear foundation of a biblical Christian worldview.

Key Responsibilities

Teaching

- To ensure that all lessons are cognizant and reflective of the College's underpinning biblical Christian worldview and Christian ethos
- To create and manage a caring, supportive, purposeful, and stimulating environment which is conducive to student learning
- To plan and prepare lessons to achieve individual student and/or intervention goals
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To organise and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities
- To ensure all students with additional needs have an active and up-to-date Individual Learning Plan (ILP)
- To plan opportunities to develop the spiritual, social, emotional, and cultural aspects of students' learning
- To engage students in the use of appropriate tools, technologies, equipment, or resources to enhance learning

Whole College Involvement and Professional Development

- To be part of a whole school team, actively involved in decision-making in the preparation and development of policies and programmes of study, teaching materials, resources, pedagogy, and pastoral arrangements and contribute to the development and co-ordination of a particular area of the curriculum
- To participate in staff meetings and professional development as required
- To have an on-going relevant professional development plan to ensure VIT registration is maintained, and teaching practices and skills are growing
- To manage interactions with all members of the school community in a respectful and professional manner
- To be involved in a range of College events as considered appropriate and/or at the direction of the Principal or their delegated authorities
- To support staff, interacting with parents, and supporting College related activities by parents
- Where desired or appropriate, to provide spiritual/pastoral guidance to staff
- To support classroom teachers to gain a working understanding of individual student needs and appropriate individual student plans
- To support Learning Support Assistants in adequately catering for individual student needs

Facilitation of Outcomes

- To participate in the following up of referrals to ensure adequate identification and management of students with additional needs
- To prepare appropriate records for the transfer of students
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of student's progress
- To support classroom teachers to prepare, monitor and update Individual Learning Plans (ILPs) for students as required
- To organise and run Student Support Group (SSG) meetings and other meetings with classroom teachers or parents as required
- To maintain appropriate records (assessments, communication, programs, etc.) in confidential student files
- To assist in the development of department timetables
- Work collaboratively with classroom teachers and Learning Support Assistants to determine the best student outcomes. This may include developing and overseeing the implementation of targeted interventions and programs

Culture

- Lead by personal example, by maintaining a Christian tone and atmosphere in the College that reflects a loving and caring community in which excellence in all matters is sought
- Assist in the establishment and maintenance of a God-honouring spiritual and emotional atmosphere and appropriate lines of communication
- Uphold the Mission, Vision and Values of the College and implement all approved policies
- Help to develop and maintain an atmosphere of innovation to the teaching staff, particularly with respect to guidelines and best practice for children with additional needs

Child Safety

- Understand and apply the College Child Safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- To maintain good order and discipline among the students, safeguarding their health and safety

Health and Safety

- Comply with the College's Occupational Health and Safety policy as amended from time to time
- To always ensure compliance with duty of care and occupational health and safety procedures across the College.

An annual review of this job description and allocation of specific responsibilities will take place as part of the Performance Management Review.

The Teacher may be required to work at any of the College's campuses

This job description may be amended at any time following discussion between the Executive Principal and member of staff.

Lighthouse Christian College has zero tolerance for child abuse and will treat seriously all allegations and concerns in this regard.

Key Performance Indicators

- KPI 1 – Programs and lesson plans reflect a biblical Christian world view, alignment to College ethos and individual student goals and are adhered to
- KPI 2 – Students are challenged, stimulated, engaged, supported and purposeful in their learning
- KPI 3 – Students are accurately identified, planned for, monitored, and showing improvement in their academic results
- KPI 4 – Active, consistent involvement in the development of materials, resources, and pedagogy, has regular active attendance in staff meetings and PD sessions and a current professional development plan that is being actioned
- KPI 5 – All administrative requirements are completed in a timely and accurate manner
- KPI 6 – Always abides by the policies and upholds and supports the Christian ethos of Lighthouse Christian College
- KPI 7 – Always considers and manages the safety and maintains order and discipline among students
- KPI 8 – Always observes OH& S policy and reports all incidents and risks

Skills and Knowledge

- Qualified teacher status with VIT
- A degree including educational qualification (mandatory)
- Bible, Christian and/or Special education qualification (desirable)
- A thorough knowledge and application of the AITSL Standards.
- A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.
- A thorough working knowledge of a range of disabilities and impairments affecting children and their characteristics and a range of best practice strategies to cater for individual needs
- An awareness of the Australian Curriculum and/or VCE and a range of assessment requirements and arrangements.
- Knowledge of external support services (e.g. speech pathologists, psychologists) available and the relevant funding opportunities and procedures
- Knowledge and ability to competently administer, record and interpret testing
- Know how to use local and national statistics to evaluate the effectiveness of teaching
- Bible knowledge and understanding of how to incorporate a biblical Christian worldview in all subject areas
- Knowledge and understanding of the implications of equal opportunities, multicultural education, and inclusion
- Knowledge of computer software relevant to the curriculum
- Knowledge and understanding of the potential of computer technology to enhance the curriculum
- Know the legal requirements, national and state policy, and guidance on the safeguarding of children and meeting learning needs of students with disabilities/impairments
- Ability to prepare and plan effectively with good organisational skills
- Ability to prioritise and manage time effectively
- Ability to work as part of a team
- Display empathy towards parents and students with cross cultural and other differences
- Awareness of the requirements and responsibilities involved with NCCDSSD, DDA and DSE

Attributes

- Suitability to work with children.
- Active participation in a church
- High level of computer competency and written and oral communication skills

Pre-requisites

- Current VIT registration
- Current Victorian Driver’s License
- Practicing Christian, in regular Church attendance

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood, and accept its contents.

_____	_____	_____
Name of Employee	Signature	Date
Wing Leong		
_____	_____	_____
Principal	Signature	Date