

Position Description: Individual Needs Teacher

Job Title:	Individual Needs Teacher
Job Family:	Teacher
Reports To:	Individual Needs Coordinator
Department:	Primary School
Location:	96 Barkly Rd, North Fitzroy VIC
1FTE Standard Hours:	8 teaching hours/week
Salary Schedule:	Bi-weekly, 52/52



Key Responsibilities

- 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 or other disabilities.
- Facilitate collaborative teaching and planning for all students who require adjustments to the curriculum.
- Work in consultation with schools, families and agencies to
- implement processes to support students with special needs e.g. profiling, individual learning plans (ILP), referral processes etc.
- Liaise and consult with Individual Needs Coordinator in relation to the consultancy process,
- student's individual needs, and professional development needs.
- Manage an allocated caseload and participate in individual case conferences, ensure adequate records are maintained and Student Support and Curriculum and Pedagogy protocols and processes are implemented.

Key Outcomes

- Application and maintenance of the school's own inclusion concept
- Optimal progression of students' knowledge, skills and development towards the school curriculum's learning objectives in the context of the students' underlying potential
- Balanced, confident and resilient students
- Trusted and effective relationships with students and students' parents
- Effective working relationships with other staff members
- Completion of class observations with and from another teacher
- Maintenance of VIT registration

Key Activities

- Identification of students with individual needs and recommendation of adjustments and/or therapy
- Create a flexible learning environment that considers all students' age, language proficiency, abilities and individual needs
- Consistently use the principles of the DSM educational model (one teacher – one language, early immersion)
- Encourage student participation in all aspects of the learning process
- Create a nurturing environment for students in which each student is equally valued
- Manage class priorities based on curriculum progress and completion
- Monitor students' progress and keep comprehensive records of each student's progress
- Demonstrate high standards of behaviour
- Communicate clearly and appropriately with parents and students
- Collaborate and share knowledge, ideas and resources with the team
- Maintenance of NCCD lists
- Actively ensure understanding of DSM policies and procedures, act in accordance with them and promote successful implementation
- Participate in staff meetings, teacher planning days, professional development and annual review activities
- Participate in internal/external school events

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Key Skills

- Qualification and experience in teaching students with disabilities and individual needs
- Experience in the field of inclusion
- Teaching at primary level
- Ability to prepare contents targeted to an audience
- Clear and appropriate communication
- Strong oral and writing skills in German and English
- Speak confidently in front of student and parent groups
- Confidence to represent the school
- Ability to build trusted relationships with students and parents
- Team collaboration and cooperation
- Organisation and time management
- Analytical and conceptual ability to identify issues/problems and proactively find an appropriate solution considering all parties
- Ability to plan and manage tasks and activities

Styles:

- Engagement: Provide positive outlook, motivate and encourage other team members
- Commitment: Demonstrate high level of commitment
- Participation: Participate in school activities as required and take an active role in the further development of the school
- Ownership: Take ownership of the school's success
- Integrity: Be honest, inspire trust and take responsibility for actions

Required Registration

- VIT Registration
- Work permit

Required Qualification/Education

- Special Needs teacher (First and Second State Exam)
- German native speaker
- High proficiency in English
- Experience with Immersion
- Victorian Curriculum / Curriculum Thuringia
- First Aid Level 2
- Anaphylaxis
- Microsoft Office and internet
- Teaching technologies (e.g. iPad)

Stakeholder

- (Prospective) Parents and students
- Teachers, leadership and admin staff
- Community members

Direct Reports:

- Assigned student teachers

Authority

Signature:	No authority
Payments/Budget:	Upon approval by Principal
Staff:	No authority
Salaries:	No authority

Key Responsibilities = What am I responsible for? What do I need to do?

Key Outcomes = What should have been achieved by the end of the year?

Key Activities = What are typical activities required on a day-to-day basis to fulfil my responsibilities and achieve my outcomes?

Key Skills = What skills do I need to successfully fulfil/manage my responsibilities?