

# POSITION DESCRIPTION

## LEARNING SUPPORT: ORS ADDITIONAL TEACHER

### A. PREAMBLE

All staff at Bethlehem College are expected to model a Godly lifestyle both within and beyond the School. This requires a depth of commitment to Christ, with consistent expression of the fruit of the Spirit, as well as the exercise of various gifts and talents. For all of this we depend on God and His promise to 'make all grace abound to us, so that in all things at all times, having all that we need, we may abound in every good work.' (II Corinthians 9:8) You are an integral part of the team that enable the College to fulfil its mission.

### B. OVERALL OBJECTIVE

This team is committed to serve the academic staff, as well as each other, in producing quality Christian Education for our students, with the view of building up Godly servant leaders who will dare to be different for Christ's sake in tomorrow's world. The role is to promote an inclusive culture at Bethlehem College by providing specialist support and expertise to support class teachers to meet the individual needs of ORS student(s), as identified in their IEP through consultation with parents, teachers, specialists and the SENCO. It is expected that all support will be from a Biblical perspective, as expressed in the College's Special Character and Mission Statements.

### C. GENERAL RESONSIBILITES

Task	Description
<p><b>Provide support for the class teacher(s) and student(s) in the development of a suitable programme</b></p>	<ul style="list-style-type: none"> <li>▪ Liaison with class teacher(s), specialist advisors, and teacher aide(s) to develop and deliver appropriate learning programmes;</li> <li>▪ Liaison with parents;</li> <li>▪ Adaption and creation of resources for teacher(s) and teacher aide(s) to use in the classroom, as needed;</li> <li>▪ Purchase of additional resources, within ORS consumables budget, if necessary;</li> <li>▪ Adapting lesson content in conjunction with class teacher(s);</li> <li>▪ Enrolment and oversight if individualised learning programmes, such as SPEC or Te Kura programmes, if appropriate;</li> <li>▪ Direct teaching contact with the ORS student(s), as negotiated with Head of Learning Support;</li> <li>▪ Coordinating specialist advisor visits, such as physiotherapists;</li> <li>▪ Oversight and co-ordination of additional enrichment and therapy programmes, such as RDA or swimming lessons, as appropriate;</li> <li>▪ Maintaining a portfolio of student's work and assessment data to identify student progress against New Zealand Curriculum levels and/or national standards;</li> <li>▪ Establishing special behavioural interventions as needed;</li> <li>▪ Organising and oversight of IEP meetings for ORS student(s), recording minutes and distributing copies to relevant parties;</li> <li>▪ Writing reports, in conjunction with class teacher(s) and teacher aides;</li> <li>▪ Oversight of timetabling of academic programme, as needed;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Managing and maintaining applications for assistive technology and adaptive equipment, as required;</li> <li>▪ Assistance with support &amp; funding applications and moderation processes, as required;</li> <li>▪ Assistance with transition processes, including updating student information and attending transition meetings;</li> <li>▪ Facilitation of the appraisal process of teacher aides, as allocated by the AP Teaching &amp; Learning;</li> </ul>
<b>Provide support for the school</b>	<ul style="list-style-type: none"> <li>▪ Managing student transport to and from school, if necessary;</li> <li>▪ Attending at relevant in-service training</li> <li>▪ Participating in relevant professional development and professional readings as requested and provided by the school</li> <li>▪ Being knowledgeable of the school's procedures and following them</li> <li>▪ Attending at staff meetings and co-curricular events; as required</li> <li>▪ Contacting the Learning Support Administrator between 7:30-8:00am in the event of not being able to be at school.</li> <li>▪ Supporting the Special Christian Character of the school.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Provide support for the school with other duties, such as playground supervision or duties, as may be reasonably required.</li> <li>▪ Is professionally and modestly attired</li> <li>▪ Maintains a positive, 'can do' attitude</li> <li>▪ Works well as a part of a team</li> <li>▪ Shows initiative/creativity in task completion</li> <li>▪ Acknowledges others' strengths and empowers them where appropriate</li> </ul>

#### **D. CRITERIA FOR APPOINTMENT**

The successful applicant will demonstrate:

- An ability to support the special character of Bethlehem College
- Current registration with the New Zealand Teachers Council
- The ability to work co-operatively with all staff
- The ability to effectively assist student(s) learning
- A willingness to improve their own skills/performance
- Ability in, or willingness to acquire, ICT/digital technology skills

#### **Note:**

This appointment is on a year-by-year/annual basis and the hours may vary year-to-year depending on the school needs.

#### **E. ACCOUNTABILITY**

For daily supervision to the Head of Learning Support, and for employment matters to the Principal.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Signed \_\_\_\_\_ Date \_\_\_\_\_  
ORS Additional Teacher