



Job Title:	Learning Enrichment – Mathematics Literacy Specialist Teacher
Reports To:	Learning Enrichment Curriculum Leader - Secondary
Direct Reports:	nil
Section of School:	Secondary
Liaises with:	Secondary Teachers and parents

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>Learning Enrichment teaching staff are part of an energetic and dedicated team that support the learning of students across the school. Teachers report directly to the Head of Learning Area who in turn reports directly to the Head of Campus of St Stephen's School.</p> <p>The Secondary Learning Enrichment Maths Literacy Specialist must have an understanding of and preferably experience in the Mathematics curriculum and judging standards, P - 10. They are required to have an ability to teach and team teach Mathematics.</p> <p>All Teachers must fulfil the 'Proficient Levels' in all of the AITSL Australian National Standards for Teachers.</p> <p>Learning Enrichment Program at St Stephen's School, Duncraig is based on an inclusive model whereby all students are catered for in a mainstream setting. The Learning Enrichment team includes a Head of Learning Area, Teachers and Learning Assistants who support students with:</p> <ul style="list-style-type: none"> • Specific Learning Difficulties • Disabilities • Achievement below age-expectations • Gifted and Talented students and • Gifted underachievers.
Role requirements:	<p>The Maths Literacy Specialist role includes, but is not limited to:</p> <ul style="list-style-type: none"> • Support of and instruction of students prioritising Mathematics curriculum classes, and in specific Maths literacy support programs and group work • Delivery where required of Maths curriculum • Liaison with and support of classroom teachers and Heads of Learning Areas regarding the development of Maths literacy programs, delivery of material, development of resources



through differentiated classroom and assessment tasks where required.

- Accurate and clear record keeping
- Analysis and interpretation of data, including but not limited to, progress tests and measured standardised tests.

It is expected that the Maths Literacy Specialist will:

- Use a range of effective, appropriate and impactful strategies to support students with specific learning disorders.
- Demonstrate thorough preparation and purposeful planning the ability to support the differing needs of students.
- Use effective classroom management to support a classroom climate conducive to learning.
- Maintain effective communication with staff, students and parents concerning each student's learning programme and progress.
- Work collaboratively and communicate effectively with colleagues (including teachers, LAs, HOLAs), sharing ideas and solving problems including contributing to and presenting staff training where required.
- Demonstrate a willingness to develop and foster partnerships and working relationships with specialist agencies and support staff.
- Have an understanding of and experience in using compensatory applications to support literacy and numeracy development and knowledge of how these can benefit students who have identified specific learning disorders.
- Demonstrate knowledge of contemporary educational issues and directions particularly in the field of neuroplasticity and neuro-diverse students.
- A willingness to participate in appropriate professional contributions to the learning area beyond the School.
- Work with wider school staff to build confidence and self-esteem in students.
- Ensure the collection, use and storage of personal information is in accordance with the School's Privacy Policy.
- Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing
- Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values.
- Serve as a good ambassador of the School.

SPECIALIST DUTIES

- Works with the HOLA Mathematics and the Mathematics Department to deliver numeracy support programmes including but not limited to curriculum classes, NAPLAN and OLNA preparation.
- Contributes to the development of numeracy programmes and resources, including data analysis and reporting to teaching staff and Curriculum Leaders.
- Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing
- Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times
- Serve as a good ambassador of the School



<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Students, parents and staff are supported and communicated with effectively • Excellent record keeping aligned with the evidence standards required by the NCCD and other funding agencies. • Improved student progress demonstrated in classroom achievement, progress tests and measured standardised tests. • Work collaboratively with all staff across a range of Learning Areas • All documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Deadlines are met • School policies and procedures are followed reflecting standards of competence and professionalism • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. • Other KPIs will be agreed with your manager through the induction process and ongoing evaluation and goal setting
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<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Appropriate teaching qualifications and registration with the Teacher Registration Board of Western Australia • Appropriate qualifications, with the ability to deliver Secondary Mathematics curriculum • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Experience in and knowledge of secondary Mathematics curriculums including lower and upper school programmes. Knowledge of senior school qualification pathways • Experience in supporting students preparing for standardised testing • Experience working with students with learning disabilities/difficulties in particular SLD Numeracy (dyscalculia) with an understanding of how to interpret and present information contained in specialist reports in order to support students with classroom learning and assessments. • An understanding of and experience in differentiating class and assessment tasks to support the individual needs of students specifically those students with learning disorders and disabilities relating to numeracy. • Experience and an understanding of how data can inform classroom practice and program development would be an advantage. • Experience in understanding and contributing to Documented Plans • A working knowledge of current legislation and policies relating to educational equity including the National Disability and Discrimination Act • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • Willingness to positively and actively contribute to the Christian culture of the School. • An ability to foster positive relationships with students, with a commitment to their personal growth • Participation in appropriate professional contributions to the learning area beyond the School.
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I understand and accept the responsibilities as outlined in this Job Description.

Signed: [acceptance_status]

Date: [acceptance_date]

This document was approved by DHOS/LE Curriculum Leader – Secondary/HOLA Maths August 2022



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Aug 2022	Aug 2024	P&C	Updated	HOLA
3	Oct 2019	Oct 2021	P & C	Updated	LECL/HOLA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO