



Job Title:	Learning Enrichment – K-12 Teacher
Reports To:	Head of Learning Area
Direct Reports:	n/a
Section of School:	K-12
Liaises with:	All School Staff

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:	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. • Faith • Learning • Care • Service • Community
Position Summary:	Learning Enrichment staff are part of an energetic and dedicated team that support the learning of students across the school. The Learning Enrichment teacher must have experience of school curriculum and apply associated methodologies in their teaching practice. They are required to have involvement both in teaching and supporting curriculum delivery and a have proven ability to teach at a Primary and/or Secondary level. All Teachers must fulfil the 'Proficient Levels' of the AITSL Australian National Standards for Teachers.
Key Responsibilities and Tasks:	<i>This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may be changed within the scope of the role, at the discretion of the Head of Learning Enrichment.</i> The Learning Enrichment Department at St Stephen's School 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, Learning Enrichment Coordinator, Teachers and Learning Enrichment Assistants who support students with: • Specific Learning Difficulties • Developmental and Acquired Disabilities • Achievement below age expectations • Gifted and Talented students. The Learning Enrichment Teacher (K-12) role includes, but is not limited to: • Supporting and instructing students in curriculum classes and in specific curriculum support programs and group work. • Liaison with and support of classroom teachers and Heads of Learning Areas regarding the development of programs, delivery of material, development of resources through



	differentiated classroom and assessment tasks where required. • Development and implementation of intervention programs targeting students with Specific Learning Disorders in literacy and numeracy. • Development of Documented Plans and case management of identified students through liaison with staff and regular contact with parents and students. • Accurate and clear record keeping. It is expected that the Learning Enrichment Teacher (K-12) will: • Use a range of effective, appropriate and impactful strategies to support students with additional needs. • Demonstrate thorough preparation and purposeful planning, with 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 program and progress. • Work collaboratively and communicate effectively with colleagues (including teachers, LEAs, HOLAs), sharing ideas, solving problems and contributing to 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 strategies and knowledge of how these can benefit students who have identified specific learning disorders. General • Demonstrate knowledge of contemporary educational issues and directions, particularly in the field of neuroplasticity and neurodiversity. • 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. • 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. • Work collaboratively with all staff across a range of Learning Areas. • 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. • School policies and procedures are followed, reflecting standards of competence and professionalism • Serve as a good ambassador of the School.
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Key Performance Indicators:	• Students, parents and staff are supported and engaged with effectively and with respect and professionalism. • Excellent record-keeping aligned with the evidence standards required by the NCCD and other funding agencies. • Student progress is monitored through teacher reports and standardised tests. • Staff work collaboratively with teaching 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. • Departmental tasks are completed according to agreed timeframes. • Undertake and apply Work Health and Safety requirements in the workplace. • Other KPIs will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
Selection Criteria:	Education and Training • Appropriate teaching qualifications and registration with the Teacher Registration Board of Western Australia. • Hold a current Working with Children card and a current National Police Clearance. • Experience and/or qualifications in Inclusive Education (preferred). Professional Experience • Experience in identifying students requiring additional support. • Experience supporting students requiring literacy and numeracy enrichment and/or extension. • An understanding of and experience in differentiating class and assessment tasks to support the individual needs of students, particularly those students with additional needs. • Experience in contributing to, developing and evaluating Documented Plans. • Demonstrated ability to work collaboratively within a team and provide guidance and direction to Learning Assistants. • Proven ability to work effectively and collaboratively with teaching staff and parents. • A working knowledge of current legislation and policies relating to educational equity including Disability Discrimination Act 1992 and Disability Standards for Education. Personal Attributes and Values • 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.



I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by Head of L.E/HOC – September 2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Sept 2026	Sept 2028	People & Culture	Amendments/Updated	HOC/Head of L.E
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO