



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Inclusive Education Specialist (Preparatory School Years 3-6)
<b>Date established:</b>	October 2021
<b>Reports to:</b>	Director of Inclusive Education

### POSITION OVERVIEW

Guildford Grammar School is a coeducational independent Anglican School committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and wellbeing at the forefront of all they do.

The School provides a rich and diverse environment where students are *'inspired to achieve personal excellence and to be outstanding citizens who work to create a just, loving and peaceful society'*. Students gain a sense of wonder and excitement at life's possibilities, a lifelong love of learning, and the versatility to meet the challenges of a changing society

The Guildford Grammar School Inclusive Education team collaborate with fellow staff, parents, guardians, and outside agencies to maximise educational options and outcomes for students with diverse learning needs. The Inclusive Education Specialist is responsible for establishing and maintaining inclusive education practices for our students with diverse learning needs.

## KEY RESPONSIBILITIES AND TASKS

### Role Responsibility

- Work in consultation with schools, families, agencies and relevant staff to implement programs and strategies for students with diverse learning needs
- Collaborate with classroom teachers to differentiate process, product and environment to meet the individual learning needs of all students.
- Identify, using agreed assessment tools, students that will benefit from specific literacy and/or numeracy intervention
- Coordinate with classroom teachers to develop and implement Individual Education /Modified Programs and Adjustment Plans for identified students
- Collaborate with Educational Assistants and other teaching staff so that they can best support students with diverse learning needs
- Oversee an allocated caseload and participate in individual case conferences, ensure records are maintained and Student Support, Curriculum and Pedagogy protocols and processes are implemented
- Liaise with the Director of Inclusive Education to monitor student progress as required, collaborate with staff to support the NCCD and AISWA funding process
- Teach small group remediation or intervention classes
- Work with School Psychologists other external agencies regarding student assessments, progress and intervention

### Pastoral Care and Co-Curricular Development

All teachers at Guildford Grammar School are fully involved in the pastoral and co-curricular development of our students and are supportive of the Anglican ethos of the School.

Applicants must be willing to be involved in the co-curricular program, which includes activities that extend beyond the 'normal' school day such as camps and sporting commitments.

## REQUIRED COMPETENCIES AND SKILLS

The successful applicant must;

- Demonstrate a commitment to the Purpose and Values of the School
- Be supportive of the ethos and values of the Anglican tradition of the School
- Have a working knowledge/understanding of current curriculum and relevant subject content
- Demonstrate a thorough understanding of program requirements and curriculum planning for children in primary years
- Have a comprehensive understanding of differentiation and the challenges of students with diverse learning needs
- Have experience with implementing and managing individualised learning programs for students
- Demonstrate outstanding positive behaviour strategies for students
- Have the proven ability to effectively engage students
- Be able to modify instructions to cater for the individual learning needs of students
- Demonstrate outstanding communication skills with students, families, staff and allied health services
- Effectively collaborate with teachers and education assistants, and promote positive and supportive relationships
- Possess a strong work ethic, striving for continuous improvement and the achievement of personal excellence
- Be willing to take part in the School's performance appraisal process
- Demonstrate highly developed planning and organisational skills
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards
- Have previous experience or knowledge of evidence-based interventions
- Experience with administering standardised and diagnostic literacy and numeracy assessments
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to immediately raise any concerns they have about Child Protection to the Principal.

## ESSENTIAL REQUIREMENTS

- Hold a current TRBWA registration
- Current Working with Children Check and the right to work in Australia
- Relevant teaching qualification in the area of special needs and/or specific learning difficulties
- Previous experience working in learning support, learning difficulties or special needs
- Have a comprehensive understanding of 'Duty of Care' and place a high value on Child Protection and well-being.

## THE EMPLOYEE VALUE PROPOSITION

Guildford Grammar School is a significant employer in the Eastern suburbs of Perth. The environment is one of open spaces and is idyllically located on the Swan River.

The School has a wonderful sense of community for all staff with many opportunities to participate in the broader life of the School. The School has a very strong focus on tradition and values and this is particularly nurtured through the magnificent Chapel located on the School grounds.

As a member of staff at the School, you can expect to receive;

- a salary commensurate with your experience and skill level
- ongoing professional development, learning and skill growth
- genuine care and interest in your well-being with programs and events to support this
- inclusion and the opportunity to play a role in relevant School events
- onsite free parking
- regular communication about School events and activities
- honest and meaningful feedback about your performance
- access to a generous parental leave program (where applicable)
- access to salary sacrifice arrangements (where applicable)

In return, the School expects all members of staff to be engaged, productive and collaborative in all that they undertake. Staff must be open to receiving feedback, strive for continuous improvement and be prepared to go above and beyond to ensure the highest quality of service delivery every day. There is a requirement that all staff members respect the values, traditions and Anglican ethos of the School.

***The School's Purpose and Values are at the cornerstone of every interaction within the School***

### **Purpose**

*Inspiring students to achieve personal excellence and to be outstanding citizens who work to create a just, loving and peaceful society*

### **Values**

*Excellence, Respect, Integrity, Spirituality, Teamwork and Compassion*