A Learning Support and Enrichment teacher is a member of the Learning Support and Enrichment Team, reporting directly to the Learning Support and Enrichment Coordinator and the appropriate Curriculum Leader relevant to their class allocation at any given time. The Learning Support and Enrichment Department is a Year 5 -12 faculty that oversees students with diverse learning needs, gifted and talented students, and English as an additional language (EALD) needs.

It is understood that the role is characterised by a high standard of competency, professionalism, organisational proficiency and enthusiasm.

**Basic Role Purpose**

A Learning Support and Enrichment teacher’s primary role is to work to support the learning of students across Years 5-12, as directed by the Learning Support and Enrichment Coordinator.

**Major Responsibilities and Accountabilities**

- Demonstrate a clear understanding and commitment to the Mission of the Catholic School

- Be supportive of the Edmund Rice ethos of the College

- Teach students with learning support needs to maximise inclusion in the mainstream environment, including:
  - designing programs in collaboration with Studies' Coordinators and Class Teachers
  - teaching and assessing students in a range of in-class, intensive, small group and co-curricular contexts, according to the
Learning Support and Enrichment (LSE) Coordinator’s assessment of needs, resources and reporting requirements.

- Conduct Individual Planning (IP) Meetings, including:
  - preparing, updating, monitoring and evaluating Individual Plans (IPs)
  - incorporating other documentation and information from external specialists or health care professionals
  - providing follow-up communication and reporting to teachers and parents about student progress towards stated goals.

- Assist staff with differentiation and adjustments to the curriculum and assessment to meet individual needs, including:
  - advising and collaborating on adjustments to address modified unit outcomes and personalised learning goals as documented within Individual Plans (IPs) and LSE student profiles.

- Assist in the management of the National Collection of Disability Data (NCCD), including:
  - entering data and updating records;
  - maintaining electronic and hard copy files on students within the allocated caseload of responsibility, as required by the Learning Support and Enrichment (LSE) Coordinator.

- Contribute to the College co-curricular program as per the general expectation of a teaching staff member at the College.

- **Other duties as assigned from time to time by the Principal**

Reviewed: November 2015