



O'CONNOR CATHOLIC COLLEGE

Armidale

Inclusion Support Teacher (IST) Position Description

[Click here to apply.](#) Applications close 29 November 2022.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Base salary range (full-time)	\$66,494 - \$117,060 per year (based on skills, experience & NESA accreditation)
Reports to	Principal
Location	O'Connor Catholic College
Employment type	Full-time
Employment status	Permanent

About O'Connor Catholic College Armidale

O'Connor Catholic College is a co-educational high school, from Years 7-12 which began in 1975 with the amalgamation of two of Armidale's longest established schools; St Ursula's College and De La Salle College. With a population of around 550 students, O'Connor is committed to the vision of being a faith filled community working collaboratively to enhance the learning for all, resulting in students who are creative, confident and informed people ready to make a difference in our world.

The staff at O'Connor are committed to creating learning opportunities for everyone. At O'Connor, learning encompasses faith learning which is integral to the mission as a Catholic school, academic learning so that every student achieves the best learning outcomes and wellbeing and resilience skills which are important for a healthy, balanced life.

O'Connor is located in Armidale, situated halfway between Sydney and Brisbane and only two hours from the coast. Armidale is a major city with a population of 24,500 people, which rests high on the Northern Tablelands and is known for its four distinct seasons. The Armidale region boasts spectacular gorges, world-heritage national parks, cool-climate vineyards and waterfalls including the Wollomombi

Falls which are one of the highest in Australia. It is an ideal area for those who enjoy outdoor adventures including canyoning, mountain climbing, biking, bird watching or trout fishing. Galleries, museums, fine foods and a vibrant event calendar including festivals, music, theatre, markets, book fairs and major sporting events guarantee an experience suitable for all ages. Armidale is rich in heritage with grand cathedrals, colonial buildings and is home to the University of New England.

For further information on the school, please visit <http://www.oconnor.nsw.edu.au/>.

Position Purpose

The Inclusion Support Teacher demonstrates strong support for the vision and ministry of the Catholic school. The Inclusion Support Teacher will liaise with the CSO Inclusion Officers and CSO Inclusion Team Leader with regard to changes in government disability regulations and inclusion practices. The Inclusion Support Teacher is a registered teacher and assists the principal and teachers to both identify and plan for, monitor and evaluate appropriate and effective support for students recognised under the Disability Standards in Education.

There is a significant coaching component in this role. The Inclusion Support Teacher works with teachers to build capacity regarding appropriate pedagogical practices relevant to inclusive education.

When teachers require specialised support, the Inclusion Support Teacher is responsible for recognising this need and enacting the CSO Request For Service (RFS) from the CSO Inclusion Team.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Support classroom teachers	<ul style="list-style-type: none">● All teachers employed in the Diocese of Armidale collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community.● Assist teachers to create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported.● Work with teachers of students who have been diagnosed with a language or cognitive delay, Autism Spectrum Disorder, ADHD, Dyslexia and other learning difficulties to prepare and deliver appropriate learning programs.● Build teacher capacity for the completion and implementation of high-quality Individual Plans as required.

	<ul style="list-style-type: none"> ● Assist teachers in the school with inclusive education practices, monitoring, evaluating and adapting programs to meet identified outcomes. ● Ensure educational outcomes meet system and government accountability including but not limited to NESAs and NCCD. ● Integrate technology effectively into the classroom incorporating programs and hardware suitable for students with additional needs. ● Assist teachers to implement Life Skills curricula for eligible students in the secondary setting. ● Assist teachers to use contemporary pedagogy and appropriate strategies to meet students' individual needs. ● Identify learner needs, conferring with specialist's as required. ● Communicate in a clear, respectful and professional way in order to optimise each student's development. ● Maintain professional confidentiality with regard to students and their families. ● Support teachers in collaboration with families as required. ● Organise assessments, referrals and meetings as required. ● Be proficient in the use of ICTs as a teaching and administrative tool.
<p>Record keeping and reporting</p>	<ul style="list-style-type: none"> ● Ensure that all relevant students have a Personalised Plan. ● Coach teachers in the effective recording of adjustments and goals of each student with learning support needs. ● Keep accurate school-level records of each student with learning support needs. ● Keep accurate school-level records of the progress of each student with learning support needs. ● On request and in a timely manner, assess and provide effective feedback to the principal on the progress of each student with learning support needs. ● Act as an effective member of the PP moderation team. ● Communicate relevant information regarding students with learning support needs orally and in writing to parents and teachers and other professionals as required by the school community. ● Effectively carry out administrative tasks such as electronic storage of students' supporting documentation.
<p>Other duties</p>	<ul style="list-style-type: none"> ● Collate and organise the additional needs referral process, assessing and documenting eligibility. ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Network and build partnerships with other educational systems and external agencies within the local community. ● Help to enable the best use of shared resources. ● Undertake playground and other supervisions according to rosters as required.

	<ul style="list-style-type: none"> ● Work with colleagues to review and develop the curriculum and write course documents. ● Attend and actively participate in staff and faculty professional development meetings, as required.
Professional development	<ul style="list-style-type: none"> ● Undertake regular professional development in order to meet professional growth as indicated in the AITSL Standards for teachers, and the requirements of NESAs. Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational research. ● Contribute to the professional development of other staff members by proactively sharing knowledge, ideas and resources. ● Develop and/or deliver workshops for school staff as required. ● Actively participate in coaching to further develop self-nominated skills and abilities.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

O'Connor Catholic College reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at O'Connor Catholic College

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team
- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement
- Act in a professional and respectful manner at all times
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#)
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Selection criteria

Essential criteria

- Demonstrated commitment to support the ethos and values of Catholic schools.
- Appropriate teaching qualifications and current NESAs registration.

- Expertise in supporting students with diverse needs related to cognitive, physical, sensory, social and emotional development.
- Extensive curriculum knowledge 7-12, to support the learning needs of students with diverse learning needs.
- Comprehensive knowledge of Disability legislative policies, NESAs course requirements, Disability provisions and the NCCD data collection.
- Demonstrated current teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated capacity for team building.
- Highly developed skills in the use of technology for a variety of work functions as well as familiarity with a range of assistive technology options that support communication and learning.
- Excellent interpersonal skills to promote productive relationships and a commitment to the Living Well, Learning Well Framework for wellbeing.

Desirable Criteria

- Recognised formal qualifications in one or more aspects of Inclusive Education.

Application

For questions regarding the professional nature of this position, please contact Clare Healy, Principal on (02) 6772 1666.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form [by clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.