

Inclusion Support Teacher (IST) & Classroom Teacher St Joseph's Primary School West Tamworth

Position Description

[Click here to apply.](#) Applications close 21 July 2024.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2023
Base salary range (full-time)	\$85,000-\$129,948 gross per annum (in accordance with the Enterprise Agreement based on skills, experience & NESA accreditation)
Reports to	Principal
Location	St Joseph's Primary School West Tamworth
Employment type	0.3 -0.6 FTE (negotiable)
Employment status	Temporary to 19 December 2025

About St Joseph's Primary School West Tamworth

St Joseph's Primary School, West Tamworth is a vibrant co-educational Catholic primary school from K-6 which has a long and proud tradition of providing quality education for approximately 176 students in the Tamworth district. At St Joseph's we are committed to Catholic Education in a collaborative, inclusive, faith-filled learning community.

Our modern, state-of-the-art learning spaces feature whole-class areas where discussion and sharing of work occurs, small group areas where guided instruction or collaborative learning occurs and individual spaces where students think critically, consolidate understandings and reflect on their learning. Our committed and caring staff work collaboratively in professional learning teams to increase learning, wellbeing and life-opportunity outcomes for all students.

For further information on the school, please visit <https://stjosephstamworth.catholic.edu.au/>.

Commencement

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

Position Purpose

Inclusion Support Teacher (IST)

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.

Classroom Teacher

The Catholic School is more than an educational institution. It is a key part of the Catholic Church - an essential element in the Church's mission. The Teacher assists the Principal, to demonstrate strong support for the vision and ministry of the Catholic school.

Teachers are supported in their role to be able to provide quality teaching in a stimulating and challenging environment where everyone is valued. This position is responsible for all aspects of the planning, preparation and delivery of effective learning and teaching programs across the school.

Key Responsibilities for Inclusion Support Teacher (IST)

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

	<p>high-quality Individual Plans as required.</p> <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 (IST). ● 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

	<p>required.</p> <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.

Key Responsibilities for Classroom Teacher

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

Key area	Task
Classroom teaching	<p>All teachers employed in the Diocese of Armidale</p> <ul style="list-style-type: none"> ● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community. ● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported. ● Plan, prepare, record, evaluate and report on work to be undertaken by classes. ● Use a contemporary pedagogy and high-yield strategies to meet students' individual needs. ● Identify learner needs, conferring with specialist staff in the school as required. ● Communicate in a clear, respectful and professional way in order to optimise each student's development. ● Attend all lessons and be punctual to class. ● Maintain professional confidentiality with regard to students and their families. ● Be proficient in the use of ICTs as a teaching and administrative tool.

Record keeping and reporting	<ul style="list-style-type: none"> ● In a timely manner, assess and provide effective feedback on students' work and keep complete and accurate records of each student's progress. ● Communicate with parents in written reports and parent teacher interviews, and at other times as required. ● Carry out administrative tasks thoroughly and punctually.
Other duties	<ul style="list-style-type: none"> ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Help to enable the best use of shared resources. ● Undertake playground, class and other supervisions according to rosters as required. ● 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 ● 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 as directed by the principal.

St Joseph's Primary School West Tamworth reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at St Joseph's Primary School, West Tamworth

- 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.

Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Demonstrated knowledge of pedagogy associated with K-6 teaching in a contemporary, collaborative learning space
- Demonstrate a knowledge of and interest in disabilities and learning difficulties (K-6).
- Demonstrated skills in information and communication technologies.
- Demonstrated current teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated capacity for team teaching.
- Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student.
- Demonstrated high standard of competency and proficiency in classroom practice and student management.
- Have a clear understanding of the Disability Standards and the impact on education.

Application

For questions regarding the professional nature of this position, please contact Principals Maree Holland and Greg O'Toole via email sjtprincipal@arm.catholic.edu.au

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.