



DUTY STATEMENT

Literacy Support Coordinator

Date: January 2022 – December 2022
Time: Full-time
Status: Temporary
Department: Secondary (Years 7 – 12)

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

The education, growth and pastoral care of students is the responsibility of all staff at the College. However, the Literacy Support Coordinator plays a vital role in ensuring that all students with additional learning needs, have every opportunity to experience an education that aligns with the vision statement of the College. The Literacy Support Coordinator works with the Head of Learning Diversity to ensure learning growth and positive wellbeing of students.

The position of Literacy Support Coordinator should be one as having significant standing within the College community. The Literacy Support Coordinator exercises an important role within the teaching staff.

Literacy Support at Mercy College

“Students with special needs refer to those students who have conditions, circumstances or behaviours that interfere with, or impede, school progress to such an extent that special educational arrangements and provisions are required. These students may require support in varying degrees to access and participate in the total school curriculum and achieve positive learning outcomes” (CEO: Supporting students with Special Needs.)

LINE MANAGEMENT:

Working under the direction of the Principal (via the Head of Learning Diversity).

DUTIES AND RESPONSIBILITIES:

Catholic Identity

- Support and provide modelling of the College's Mission and Vision;
- Provide pastoral care to students inspired by Gospel values;
- Bear witness to the Catholic faith in an overt and knowledgeable manner;
- Provide appropriate pastoral and faith experiences;
- Seek faith and liturgical opportunities to deepen their personal relationship with God.

Education

- Encourage students with disability to achieve standards of personal excellence;
- Follow up on students identified as seriously under achieving or being a significant behaviour problem;
- Carry out the duties of a classroom teacher in an exemplary manner;
- Provide support to Pastoral Care Teachers in monitoring students with disability;
- Liaise with staff to develop, modify and implement programs to meet the needs of identified students;
- Provide advice and assistance to teachers in devising, locating and adapting curricular and differentiated materials;
- Collect and coordinate prior assessment data and other relevant information to provide a year by year follow through for classroom teachers;
- Maintain a data base of students requiring support in collaboration with the Head of Learning Diversity;
- Develop and disseminate student profiles to staff in collaboration with the Head of Learning Diversity.

Community

- Promote and guide activities as required in order to promote a positive spirit and inclusion;
 - Affirm students to ensure they feel involved and connected to their Year Group and College;
 - Encourage a sense of belonging, loyalty and spirit amongst students in their Year Group and College;
 - Report students of concern and ensure that follow-up and monitoring occurs for students identified as being at risk;
 - Counsel students as appropriate and work with the College support services – including Counsellors, Careers Advisor, Head of Learning Area, House Leaders and Pastoral Care Advisor;
 - Implement with consistency and in an appropriate manner the College policy on student discipline and uniform standards;
 - Support teaching staff in the management of student behaviour by utilising the pastoral and discipline policies of the College;
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- Handle cases of student discipline beyond the responsibility of class teachers and maintain records of all disciplinary action taken;
 - Provide support to the Deputy Principals, in issues of serious student breaches of College policy;
 - Immediately inform the Deputy Principals, regarding matters of self-harm, suspected drug use, physical/sexual abuse, or significant concerns;
 - Contract and support parents in their role as the primary educators and care-givers to their children;
 - Assisting the Dean of Secondary with advice about appropriate class placements, timetables, reporting and curriculum differentiated issues;
 - Assisting the Deputy Principals regarding pastoral care needs and discipline for students with special needs and their families.

Stewardship

- Contribute in an effective manner to pastoral team meetings and other relevant middle and senior management meetings as required;
- Organise and plan significant activities for students with disability;
- Communicate effectively with parents with respect to the planning and information related to students with disability;
- Ensure that year level and student activities involving students with disability are reported on through publications such as the College Website, social media platforms and Daily Notices. This includes written and photographic displays;
- Provide support to House Leaders in their responsibilities associated with their House. This includes the management of students with disability, punctuality and attendance;
- Monitor and manage students with disability attendance patterns;
- Follow up students who are marked as absent without confirmation during the school day;
- Assume responsibility for determining, selecting, assessing and monitoring the use of equipment and resources and ensuring safe storage and maintenance;
- Develop student timetables;
- Maintain confidential records and ensure that staff have an understanding of the need to maintain confidentiality;
- Organise and coordinate specialist programs and activities for students with special needs external to the school such as camps and work based learning.

Specific duties

- Conduct both standardised and diagnostic assessments of students as required;
- Deliver Literacy Intervention support programs;
- Data analysis of NAPLAN and OLNA results to inform instructional strategies, school improvement initiatives and whole school approaches to improving literacy outcomes;
- In collaboration with the Head of Year, have an active role in the Year 7 transition program to identify students that are at risk on the literacy spectrum;
- Develop Literacy Plans for students at risk and support staff to implement strategies aligned to the students profile;
- In collaboration with the Head of Learning Diversity and Head of English Learning, provide advice on supporting EALD students.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Previous experience in a similar role is desirable;
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA);
- Must hold a current 'Working with Children' card;
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School;
- Treat all information of the College in a confidential manner;
- Deal with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA);
 - Teaching load 15-18 periods;
 - Salary level: Step 1 – Step 10;
 - Promotional allowance: Category 1, Level 3
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