
ACCESS & INCLUSION TEACHER



POSITION HOLDER:	Vacant
SECTION:	Middle School (7 – 8)
POSITION REPORTS TO:	Head of Middle School
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Appropriate level under The Friends' School (Teachers) Enterprise Agreement 2024
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed-Term – 1 January 2025 – 31 December 2025
PERCENTAGE OF FULL-TIME:	100%

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Teaching practices which align with The Friends' School's *Learning Principles, Learning Partnership Understanding and Purpose and Concerns*, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge of relevant curriculum and engaging pedagogy that is current and comprehensive.
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of Learning Areas if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic goals.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.

- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the *Expectations of Teachers* in The Friends' School Staff Handbook.

SPECIFIC DUTIES AND EXPECTATIONS OF TEACHERS OF ACCESS & INCLUSION

- Learning Support to students in Years 7 and 8 or as determined by the school given identified needs.
- Be a teacher who inspires and engages students in learning.
- Actively participate in developing programs for Year 7 and 8 students that are in keeping with the Australian Curriculum and the syllabus guidelines at The Friends' School.
- Work collaboratively in teams of Access & Inclusion teachers, Learning Assistants, School Psychologists and external providers.
- Work collaboratively with classroom teachers and Learning Assistants to support diverse learning needs through mentoring and coaching.
- Provide targeted group intervention and support in learning.
- Oversee the creation and regular update of individual learning plans (ILP) and support teachers in recognising and addressing the needs of diverse learners through the ILP
- Communicate and conference with parents, focusing on student learning needs and the ILP, learning goals and pathways.
- Participate in the pastoral care system.

KEY RELATIONSHIPS

- Heads of School
- Deputy Heads of School
- Learning Assistants
- Colleagues
- Students and parents
- School Psychologists

DELEGATIONS

- Nil

However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

SELECTION CRITERIA

The successful applicant will:

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Have a strong understanding of The Friends' School, Learning Principles and Learning Partnership Understanding.
3. Demonstrate a range of pedagogical practices that enhance the learning experiences of diverse learners.
4. Show evidence of relevant tertiary qualifications and/or relevant experiences related to Diverse Access & Inclusion, and be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.
5. Proven ability in developing and delivering engaging and empowering learning programs which are inclusive and responsive to student needs.
6. Proven skills in the use of relevant ICT and learning management systems as an integral part of learning and teaching practice.
7. Demonstrate a thorough knowledge of the Australian curriculum.
8. Proven ongoing professional learning through engaging in internal and external opportunities and collaborating effectively with colleagues.
9. Proven skills and disposition required to take responsibility for the effective pastoral care of students, in classes, tutor groups and on excursions.
10. Proven experience in co-curricular programs.
11. Show strong support for the Purpose and Concerns and ethos of The Friends' School as well as the Learning Principles and Learning Partnership Understanding.
12. Have the ability to work safely in a school environment and be fit to carry out the inherent requirements of the position.
13. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a TRB registration certificate.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: