



Literacy and Numeracy Support Tutor

Department:	Primary
Responsible to:	Principal / CEO
Reports to:	Director of Teaching and Learning

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first class curriculum in the academic, sporting and cultural arenas, and have access to state-of-the art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

The unique structure of our College supports an energetic, dynamic learning environment, rich with love and laughter. We strive to deliver exciting, challenging and rewarding experiences to our students on a daily basis to engage passionate and inquiring minds, create the foundation for lifelong learning and to position our students in the best way possible to take advantage of all that the world has to offer.

Our teachers are our most valuable investment. Every member of our academic staff plays a key role in delivering excellence in education through commitment to our College Values:

- Student success
- Excellence in teaching and learning
- A safe, orderly and supportive learning environment
- Collaborative home, College and community partnerships
- Shared decision making
- Recognition and reward
- Service orientation
- Continuous improvement
- High standards in dress, appearance, behaviour and work habits
- Support for individual needs – intellectual, emotional, social, spiritual and physical.

Position overview

You will work with the Director of Teaching and Learning – Primary, and collaborate with classroom and other specialist teachers, to develop and implement initiatives that improve learning outcomes for students in literacy and numeracy, enabling each student to achieve to the highest possible levels of academic performance.

Your responsibilities

- Plan, prepare and deliver exceptional teaching and learning programs for identified students which:
 - focus on literacy and numeracy



- are consistent with relevant syllabi, curriculum policies, work programs and educational trends
- address the needs of the learner and differentiate learning experiences, and
- ensure students meet the highest levels of academic performance
- Work with classroom teachers to teach classes, small groups and individuals in accordance with the College's frameworks and priorities
- Provide specialist expertise, advice and support for teachers:
 - on teaching of students with diverse learning needs and improving student achievement
 - to identify patterns of achievement and appropriate intervention strategies for underachieving students, including those with learning disabilities
 - in the planning, teaching, assessing and monitoring achievement and progress of students underachieving in literacy and numeracy
 - in monitoring and evaluating the effectiveness of literacy and numeracy improvement strategies
- Maintain teaching competency and currency of knowledge of teaching practices to improve student achievement, with a focus on literacy and numeracy, as well as general educational trends
- Support students through the active development of a safe, secure learning environment
- Provide for the physical, social, cultural and emotional well being and physical safety of students whilst at school
- Ensure behavioural standards expected of all children enrolled in the College are maintained and comply with the 4C's of Courtesy, Consideration, Co-operation and Common Sense
- Establish and maintain effective relationships between the College and community
- Ensure maintenance and optimum use of the College's stock, equipment, assets and other resources in meeting educational and College objectives
- Participate in team meetings, school decision making processes and professional development activities as required
- Maintain high standards of dress and appearance, actively promote the College's Values and adhere to the College's Staff Code of Conduct, Duty of Care Handbook, workplace health and safety requirements, as well as all other policies, procedures and guidelines
- Any other duties as required

Position requirements

Essential

- Ability to plan and deliver exceptional teaching and learning intervention programs that meet the needs of students in literacy and numeracy, and are consistent with relevant syllabi, curriculum policies, work programs and current education trends
- Ability to apply expert knowledge of the literacy and numeracy demands of the curriculum at each stage of the teaching and learning cycle, and respond to the diverse factors which may contribute to improve learning outcomes



- Passion for quality teaching and learning and the ability to translate this into a challenging learning environment with strong student engagement and excellent academic outcomes
- Ability to create a safe, secure learning environment in which trust is fostered, individual differences are respected and valued, and students are encouraged to be risk takers and self-directed learners
- Capacity for reflection and self-directed learning with a commitment to continuously improve teaching practices
- Ability to apply creative and innovative practices and processes in education and digital platform tools to support student learning
- Strong team orientation with the willingness to contribute and collaborate in a team environment
- Ability to establish effective relationships with colleagues and parents and partnerships within the wider community
- High standards of personal integrity and professionalism
- Willingness to model the 4C's – Courtesy, Consideration, Cooperation, and Common Sense
- Registration with the Queensland College of Teachers

Desirable

- Previous experience providing literacy and numeracy support
- Relevant qualifications