

## THE SYCAMORE SCHOOL



### ROLE DESCRIPTION – Relief Teacher

**LOCATION** – 29 Windemere Road, Alexandra Hills, TAFE Campus Block F

**JOB TYPE** – Casual

**REMUNERATION:** To be negotiated in response to qualifications, experience and the education profession's standards

**REPORTS TO:** Deputy Principal

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### OUR ORGANISATION

The Sycamore School (TSS) is an organisation which provides educational settings for young people with Autism Spectrum Disorder, and supports people with Autism in the community with support programs suited to all ages. TSS is committed to ensuring its young people have the opportunities to reach their full potential, by providing a holistic approach to education, enhancing the academic, social, behavioural, emotional, and well-being of each young person. TSS is an organisation that embraces 'Neurodiversity', promoting the acceptance of people with Autism of all ages and abilities, with respect for their perspectives. We work to ensure that every young person grows to have a strong sense of self-determination and self-advocacy, and given the means to communicate as such.

TSS is responsible for ensuring a safe, supportive, and respectful learning environment, only possible through a body of educators who work to treat each child as a valuable member of our community, each with their own contribution to make. Adjusted teaching methods and specific programs, input from internal classroom research, as well as allied health supports all work to provide a wholesome learning structure, along with the valued input of families/carers, and including the special interests and needs of the young person.

### YOUR OPPORTUNITY

As the Relief Teacher for an Autism specific school you will:

- Engage young people with Autism Spectrum Disorder (ASD) in a holistic education environment that is individually responsive, relative and relational.
- Follow set programming and/or adapt programming as required.
- Longer term relief teaching posts will be required to plan programs in liaison with the Education Support Officers (ESO), Allied Health Team and other relevant TSS staff.
- Close liaison with the ESO and wider team.

### THE ROLE

You will have responsibility for leading the following activities and undertaking the following key tasks, including but not limited to:

- Follow set programming and routines already established in each class, where possible.
- Plan and provide appropriate learning experiences for young people with ASD.

- Adapt classroom work for providing young people with instructional materials that address individualized learning plans within established lesson plans.
- Administer, under supervision, first aid and assistance to children (e.g. tube feeding, toileting, diapering, etc.) for providing appropriate care for children as assigned.
- If in longer term relief teacher post (ie, more than 2 weeks) you will:
  - Advise parents and/or legal guardians of young person progress for communicating expectations; young person's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
  - Assess young people's progress towards objectives, expectations, and/or goals, skills, academic needs, vocational abilities for providing feedback to young people, parents and administration.
  - Collaborate with the class Education Support Officer (ESO), other school personnel, parents and a variety of community resources for improving the education experiences and outcomes of the young people in your class and school.
  - Collaborate with, lead and assist ESO's, student teachers, allied health staff, volunteers and/or student workers for providing an effective classroom program that addresses the needs of individual young people.
- Monitor young people's activities in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for providing a safe and positive learning environment.
- Prepare a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for documenting young person progress and meeting mandated requirements.
- Report incidents (e.g. altercations, suspected child protection matters, etc.) for maintaining personal safety of young people, providing a positive learning environment and adhering to Education Legislation and school policies.
- Respond to emergency situations for resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for resolving issues, providing information, direction and/or support.
- Support child protection procedures as per legislation and The Sycamore School's Child Protection Policy
- Other duties as directed and determined by the Deputy Principal or nominated delegate.
- Support and operate within the guiding principles of The Sycamore School.