



Secondary Learning Enhancement Teacher – Fixed Term Position 1.0FTE

Lake Joondalup Baptist College is seeking an enthusiastic and innovative **Secondary Learning Enhancement Teacher** for a fixed-term position in 2025, with a focus on **Lower Secondary (Years 7–9)**. The successful applicant will be a qualified educator with the skills and passion to support students with learning difficulties, delivering a range of targeted programs while fostering an inclusive and engaging learning environment. The position is full time.

Duties and responsibilities

1. Ability to teach range of Enhancement programs and liaise with parents, teachers and the Head of Learning Diversity to plan, prepare, monitor and report on the progress of students in these programs.
2. Write Individual Education Plans (IEP) and Curriculum Adjustment Plans (CAP) and conduct IEP and CAP interviews and review meetings with parents, staff and specialists.
3. Knowledge and experience in the assessment and intervention of working with children with ASD.
4. Collect and monitor data and diagnostic information about students with learning support needs in order to measure progress and to inform planning and programs.
5. Advise and support teachers with curriculum adjustments and learning support strategies. Work collaboratively with classroom teachers to plan, teach and monitor learning programs for students with learning difficulties.
6. Liaise with outside agencies and arrange for these agencies to access students with learning support needs
7. Work collaboratively with other specialists (e.g., guidance officers, speech /language pathologists) to coordinate services to students with learning support needs.
8. Conduct assessments of students, classroom environment and educational materials/resources in order to recommend appropriate strategies that enhance the educational outcomes of students with learning difficulties.
9. Complete funding applications for Inclusive Education and administer Inclusive Education funding and equipment grants.
10. Assist with the Nationally Consistent Collection of Data process.
11. Participate in and promote networking of support teachers.
12. Maintain specialist teaching expertise and knowledge of effective teaching for students with learning difficulties.
13. Work collaboratively as a team member and make an effective contribution to bring about excellence in teaching strategies and educational outcomes.
14. Able to communicate with parents and students, both in formal and informal situations, in order to promote a caring and professional environment within the College community.
15. Work closely with the Head of Learning Diversity with respect to the academic program of students with learning difficulties and special needs.
16. Demonstrate a commitment to learning about ASD
17. Willing to support and promote the Christian ethos of Lake Joondalup Baptist College at all times.
18. Implement all College policies and procedures relating to student management and care and implement any changes from time to time as directed by the Head of Secondary.
19. Willing to attend consensus and support meetings organised by AISWA, the School Curriculum and Standards Authority or professional bodies.
20. Support the Head of Secondary and Head of Learning Diversity with regard to the

implementation of the curriculum, in line with the School Curriculum and Standards Authority of WA and the Australian Curriculum, Assessment and Reporting Authority.

21. Teach and undertake other duties as specified by the Head Learning Diversity K-12 and the Head of Secondary.
22. Contribute annually a minimum of 40 hours (pro rata) to co-curricular activities.
23. Provide in class support to students with learning difficulties and special needs.
24. Assist with a Connect class and participate in House activities.
25. Attend after school meetings of Secondary Teachers and the Learning Enhancement Department.
26. Other duties as directed by the Principal.

Line management

Your line manager will be the Head Learning Diversity K-12.

You are responsible through the Head of Secondary to the College Principal.

Essential Selection Criteria

The successful applicant must have the capacity to build effective relationships with students, staff and parents to enhance student wellbeing and outcomes and will need to demonstrate the following essential criteria:

- A committed Christian and an active member of a church;
- Skills and experience in designing, implementing and evaluating curriculum to support individual student needs;
- Ability to contribute to the planning, implementation, modelling, monitoring and evaluation of teaching programs for identified students with additional needs;
- Experience and knowledge in the assessment and intervention of working with students with learning difficulties and ASD;
- Excellent communication and interpersonal skills with the ability to consult with classroom teachers, students and families and share best practice;
- High levels of skill in using a range of teaching strategies, with a willingness to innovate in order to find better practices;
- Genuine enthusiasm, interest, patience and ability to build rapport with students of varying ages and backgrounds.

Qualifications, experience and personal qualities

1. Registration or eligibility for registration with the Teacher Registration Board of Western Australia.
2. The successful applicant will have excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member.
3. Computer literate and an ability to integrate ICT into pedagogical practices.
4. A current reference from the applicant's Church Pastor/Minister is desirable.

Commencement date

April 2025

Paul Sonneman-Smith
College Principal

March 2025

How to apply and additional information

Please visit the Employment section on the College website

<https://www.ljbc.wa.edu.au/Employment.php> and refer to the section 'Application Information'.

Please read through the information

- ✓ Staff Code of Conduct Policy
- ✓ Statement of Faith
- ✓ Employment Collection Notice
- ✓ Employment Application Form

All applications must be submitted with a completed Employment Application Form, this is available for download on the Employment page.

Please ensure that you have included the following documentation in your application:

1. Employment Application Form
2. Covering letter
3. Written response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Certified copies of qualifications and academic transcripts
7. Proof of current registration with the Teacher Registration Board of Western Australia
8. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement
9. Working with Children Check, or undertaking to apply prior to commencement
10. A written reference from your Pastor/Minister is desirable

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

All applicants will receive a return email confirming that their application has been received. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4pm, Monday 7 April 2025