



TEACHER – Curriculum

Department	Education
Reports to	Director – Organisational Development, Education Manager
Direct Reports	N/A
Internal Relationships	All Managers and Caseworkers across the organisation
External Relationships	Department of Education, NSW Education Standards Authority, Department of Communities and Justice
Award Classification (if applicable)	N/A

Position Objective

The Teacher will be a part of a dynamic team in the Allambi Learning Centre that provides alternative educational options for children and young people in out-of-home care. The role will be responsible for developing programs and projects in line with NSW Education Standards Authority (NESA) curriculum and accreditation and registration requirements for non-government independent schools. The Teacher will be responsible for ensuring legislation, evidence of compliance and system monitoring are implemented and applied.

Main Duties and Responsibilities

Primary duties and responsibilities:

Programming

- Develop Mathematics, English, Science, HSIE, Creative Arts and elective courses scope and sequences in line with NSW syllabus requirements.
- Develop Mathematics, English, Science, HSIE, Creative Arts and elective courses programs/units of work in line with NSW syllabus requirements.
- Develop assessment plans indicating how students' performance in each KLA is assessed monitored and recorded.
- Ensure that programs and units of work are relevant to the student's needs, interests and incorporating hands-on, real-life experiences.
- Ensure that the disability policy is in line with the program provisions in accordance with the ACE requirements.
- Ensure that assessment policies and procedures comply with the requirements documented on the ACE website and in NESA Official Notices, including statements of school procedures and records in relation to the allocation of grades.
- Ensure that resources and equipment are available for providing the required KLA/Courses.



- Incorporate North Education Model (NEM) and Needs-Based Restorative Framework (NBRF) concepts across all aspects of planning and implementation of programs and activities.

Projects

- Develop project timelines in line with the NESA registration and accreditation requirements.
- Undertake additional projects on a needs-by-needs basis when instructed by the Director of Organisational Development.
- Maintain skills, competencies and knowledge as required and according to specific projects offered.
- Develop and prepare resources, learning materials and systems as per project requirements.
- Develop systems to monitor projects and compliance.
- Incorporate NEM and NBRF concepts across all aspects of planning and implementation of projects.

Policy and Procedure

- Ensure all Allambi Care policy and procedures are always followed.
- Undertake all work in accordance with relevant policy and legislation including child protection, disability services, anti-discrimination, workplace health and safety and NESA specific policies.
- Develop and/or update policy and procedure in line with NESA requirements including but not limited to: Curriculum requirements, Premises and buildings, Facilities, Safe and Supportive Environment Legislation, Safe and Supportive Environment Student Welfare, Discipline and Attendance.
- Develop systems to monitor.

Learning Centre Operations

- Provide Teaching support to students who attend the Learning Centre in a 1:1, small group or group class environment.
- Manage challenging client behaviours and provide crisis intervention when required in line with NBRF and Therapeutic Crisis Intervention (TCI).
- Liaise with student management team as required to assist with crisis intervention.
- Consult on the development of PRIPs and implement and review accordingly.
- Complete relevant processes with a student when possible after an incident.
- Complete administrative duties where required, such as student reports, Individual Education Plans (IEPs), Individual Learning Plans (ILPs) etc.
- Provide support and supervision to students as required to assist them to maintain their attendance within the relevant educational environment.
- Liaise with management teams and any relevant external stakeholders to identify individual requirements for students.
- Advocate on behalf of students where necessary and provide information and detail to stakeholders.
- Organise and coordinate all aspects of Distance Education as they arise.



- Communicate with all modes of Distance Education.
- Facilitate weekly progress communication with internal management teams.
- Facilitate weekly progress communication with Distance Education Teachers.

KPI Tasks

- Ensuring weekly, monthly, and yearly KPI tasks have been completed to a high standard.
- Communicate if KPI tasks are not able to be met.
- Create systems to ensure that KPI tasks are tracked, monitored, and completed.

Other

- Liaise with Education Manager about issues as they occur.
- Ensure all practice aligns with Allambi Care values and behaviours.
- Identify and communicate any program, student, or staff issues to the Director in a timely manner.
- Ensure presentation of Learning Centre is always maintained to a high standard.
- Monitor, address and report all WHS standards and identify any issues to management in a timely manner.
- Perform all tasks in an efficient manner in line with requested timeline.
- Participate in regular employee supervision with the Education Manager.



Allambi Values and Behaviours

Vision Statement
Belonging, Hope & Positive Futures

Mission Statement
Allambi Care serves individuals, families, communities and government agencies.
We are committed to addressing safety and growth needs to empower people to reach their full potential. Our services are characterised by innovation, best practice and flexibility.

All staff must be familiar with and follow the spirit and content of the Allambi Care Ltd Code of Conduct.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- *Child Protection Legislation*
- *Disability Services Legislation*
- *Anti-Discrimination Legislation*
- *Workplace Health and Safety (WH&S) Legislation*

Skills and Experience

Minimum Requirements

- Undertake additional tasks as instructed by Director – Organisational Development.
- Tertiary qualification or the equivalent in Teaching or a relevant field.
- Proven experience in supporting and managing clients with challenging behaviours for a minimum of 2.5 years.
- Outstanding technological skills, competencies and knowledge.
- Ability to perform tasks and reach objectives in a high pressure and dynamic environment.
- Exceptional attention to detail.
- Outstanding written and oral communication skills.
- Outstanding time management and ability to complete set tasks in a timely manner.
- Ability to follow management direction.



- Ability to be proactive and demonstrate initiative when required.
- Strong team working skills.

Employee		Manager	
Name		Name	
Signature		Signature	
Date		Date	