

POSITION DESCRIPTION

PROFESSIONAL LEARNING EDUCATOR

The Professional Learning Educator:

- presents professional learning and workshops for teachers, tutors, other professionals and parents on evidence-based literacy and numeracy instruction and best practice approaches to supporting students with specific learning difficulties
- contributes to the development of professional learning courses, workshops and resources for SPELD NSW
- oversees the administration of the SPELD NSW ticketed professional learning program.

Basis of Employment

This role can be a part-time or full-time role (30.4 or 38 hours per week) to be undertaken over 4 or 5 days per week, to be discussed and agreed with the Executive Officer.

This role will be based in the SPELD NSW office in Parramatta. Although the location is flexible and to be discussed and agreed with the Executive Officer.

The SPELD NSW office is closed for 3 weeks over the summer holidays and re-opens 2 weeks before the school term re-commences in the new year; accrued annual leave is generally taken during this period. Additional flexibility can be discussed and agreed in relation to some part of the remaining school holidays.

Main Duties/Responsibilities

1. Professional Learning

Working with the Executive Officer and the Professional Learning and Development Lead, the Professional Learning Educator will:

- a) Deliver professional learning for teachers, tutors and other professionals on evidence-based literacy and numeracy instruction and best practice support for students with specific learning difficulties
- b) Contributes to the development of professional learning courses, workshops and resources for SPELD NSW
- c) Contribute to the development and presentation of parent workshops
- d) Contribute to the translation of professional learning and parent workshops onto online platforms
- e) Contribute to the registration of courses with NESA.

2. SPELD NSW Professional Learning Program

The Professional Learning Educator is responsible, with the Office and Professional Learning Administrator, for overseeing the administration of the SPELD NSW ticketed professional learning program, including:

- a) Planning for scheduling of ticketed professional learning and parent workshops both online and from the SPELD NSW Office
- b) Supporting the Office and Professional Learning Administrator with the coordination of upcoming ticketed professional learning and parent workshops
- c) Supporting promotion and registrations of ticketed professional learning and parent workshops
- d) Ensuring compliance with Professional Learning Policies and Procedures including in relation to NESA Registration of Professional Learning for ticketed professional learning.

3. General support

To support the Executive Officer in the implementation of SPELD NSW's objective, policies and practices, particularly in respect of confidentiality, privacy, occupational health and safety and equal opportunity, child safety and to undertake such other appropriate duties as directed in order to achieve these goals.

Relationships

This position reports to the Professional Learning and Development Lead.

The key interactions of the role are with:

- the Executive Officer
- the Professional Learning and Development Lead
- other members of staff and SPELD NSW volunteers, especially the Office and Professional Learning Administrator and the Office and Finance Coordinator
- SPELD NSW members, supporters and customers
- SPELD NSW suppliers

Selection Criteria

Essential

- a) Teaching or education degree or speech pathology degree.
- b) At least 2 years classroom teaching or clinical experience.
- c) Demonstrated proficiency in using evidence-based literacy or numeracy instruction practices in classrooms or through intervention programs.
- d) Understanding of the professional literature on the science of reading and supporting students with specific learning difficulties.
- e) Experience developing and/or delivering professional learning for teachers or other professionals.
- f) Strong written and oral communication skills.
- g) Ability to develop a rapport with teachers, other professionals and parents.
- h) Demonstrated capacity to work independently and as part of a team environment.
- i) Strong organisational skills.

- j) Computer skills including Excel and Word and proficiency in developing computer skills using a range of applications in order to provide professional learning through online formats.
- k) Commitment to extend own professional development. (SPELD NSW will make some professional development available.)

Desirable

- a) Substantial professional development in evidence-based literacy and numeracy instruction and/or supporting students with specific learning difficulties.
- b) Expertise in providing individual or small group literacy and numeracy intervention to students with specific learning difficulties.
- c) Knowledge of NSW school systems.

Appointment Prerequisites

- a) Current Working with Children Check

Prepared by:	Georgina Perry	2 November 2021
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