



Role Description

Learning Enhancement Teacher

Introduction

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious endeavour and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

Role Overview

The Learning Enhancement Teacher

The Learning Enhancement Teacher works collaboratively with classroom teachers, Learning Leaders, Wellbeing staff, families and external professionals to support students requiring adjustments and targeted interventions. The role focuses on creating inclusive learning environments, facilitating student access to the curriculum, and promoting student engagement, achievement and wellbeing.

Reports To

The Learning Enhancement Teacher is responsible to the Principal through the Head of Learning Diversity (P-12).

Key Duties and Responsibilities

Key duties and responsibilities include but are not limited to:

Key Requirements

- The goals of Sacred Heart education should be evident in the modelling provided by this person in their dealings with students, staff and parents.
- Demonstrate commitment to inclusive education and the dignity of every learner.
- Display competence, initiative, professionalism and adaptability in supporting diverse learning needs.
- Maintain confidentiality and professionalism in managing sensitive student information.

Cont. Key Requirements

- Work collaboratively with classroom teachers, Learning Leaders and pastoral staff to support student learning and wellbeing.
- Liaise with parents/carers regarding student progress and support strategies where appropriate.
- Participate in Student Support Group meetings, case management meetings and other collaborative forums.
- Contribute to multidisciplinary planning involving psychologists, therapists, educational consultants and other external providers.
- Assist staff in developing understanding of diverse learning needs and inclusive teaching practices.
- Facilitate effective communication between students, families and school personnel.

Inclusive Learning and Student Support

- Support the implementation of an inclusive education program that enables students with diverse learning needs to access and participate in the curriculum.
- Provide targeted intervention and learning support for individual students and small groups.
- Assist teachers to develop and implement reasonable adjustments and differentiated learning strategies.
- Collaborate with teaching staff to identify barriers to learning and develop strategies to address these.
- Participate in the development, implementation and review of Personalised Learning Plans (PLPs), Individual Education Plans (IEPs), and other student support documentation as required.
- Monitor student progress and contribute to evaluation of learning outcomes.
- Use evidence-based practices to support literacy, numeracy, executive functioning, social-emotional and academic development.
- Maintain accurate records of interventions, adjustments and student progress.
- Support students to develop independence, self-advocacy and confidence as learners.
- Assist in monitoring the effectiveness of support programs and interventions.

General

- Meet with the Head of Learning Diversity (P-12) on a regular basis about all matters pertaining to the Learning Enhancement Teacher role.
- Other duties as directed by the Principal.

**** Not specific to Finance Manager Role**

General Expectations

Professional Development

As required, attend learning area meetings, staff meetings; participate in professional development seminars for teachers and/or for administration staff.

Internal Relationships

Apart from the Learning Enhancement Teacher the primary relationships for the position are:

- Leadership Team
- Member/s of the faculty
- Students
- Staff

External Relationships

- Broader School Community
- Parents/Caregivers

Direct Reports

- No direct reports or list direct reports

Key Selection Criteria

Knowledge, experience and skills

Qualifications and Experience

- Appropriate academic qualifications and suitable experience and a background relevant to the role.
- Accreditation to Teach in a Catholic School, or working towards this.
- Also, desirable the candidate would hold a Post Graduate degree in educational management / leadership / student wellbeing / administration or relevant area, or working towards this.
- Experience in a similar role.

Knowledge, Experience and Skills

- Excellent interpersonal skills, with a demonstrated ability to build rapport and interact effectively at all levels within the School
- High attention to detail and understands the importance of accuracy and correctness of work
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines and manage competing tasks
- Demonstrated ability to identify areas for improvement and take responsibility to implement positive change

Essential

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office, Google Suite, Synergetic, Learning Management System/s, Consent-To-Go and Clipboard.
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

Personal Requirements and Competencies | All Staff

- Alignment with School values
- Understanding of the traditions and spirituality of a Sacred Heart (RSCJ) school and ability to confidently articulate them
- Upholding and promoting Restorative Practice in working with students, parents/caregivers and staff
- High level of professional personal presentation
- Professional, warm, positive and welcoming presence
- Capacity to maintain high levels of confidentiality
- Enthusiastic and highly motivated to contribute

- Operates effectively in a team environment, maintains high work standards with minimal supervision and high attention to detail
- Demonstrates flexibility and operates effectively in a changing environment

Child Safety | All Staff

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students.

The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards – managing the risk of child abuse in schools. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Sacré Cœur has robust human resources, recruitment and vetting practices that are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out VIT, Working with Children, police record check *where required* and reference checks to ensure that we are recruiting the right people.

Terms and Conditions

The Learning Enhancement Teacher will be employed under the terms and conditions of the Catholic Education Multi-Enterprise Agreement (CEMEA 2022). This is a full-time Teacher role.

Employment status	Teaching Role Ongoing
Role Description created	July 2026
Role Description due for review	July 2028**

*****As per organisational practice, this role description will undergo a joint review by the incumbent, their Direct Line Manager and the Human Resources Manager to ensure continued relevance and alignment with School objectives. The review objectives are aligned with:***

Five Goals of Sacred Heart Education that - are used to create a holistic education designed to educate the whole child

Sacre Coeur's Strategic Plan 2023-2027 - that focuses on providing a visionary, responsible education rooted in the Sacred Heart values

Future Fit Framework that - guides our approach to learning, centered around five core values: Excellence, Purpose, Care, Hope, Connection

Equal Opportunity

Sacré Coeur is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Sacré Coeur.

Summary

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.

Acknowledgement

I hereby acknowledge receipt of the role description and formally accept the duties, expectations, and conditions therein.

Print Name

Signature

Date.....

VERSION | July 2026 CURRENT