



KINROSS WOLAROI
— SCHOOL —

Learning Enhancement Teacher (Part Time- Maximum Term) Junior School

Candidate Information Pack

Closing Date: 11 October 2026

September 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The Learning Enhancement Teacher is a key member of the Junior School Learning Enhancement Team. The position works collaboratively with classroom teachers and relevant staff to identify students' learning needs and develop, implement and review appropriate adjustments, individual learning plans and targeted interventions.

The Learning Enhancement Teacher provides individual and small-group literacy and numeracy intervention, supports differentiated classroom practice and maintains accurate documentation relating to student adjustments and progress. The position supports students with disability and additional learning needs to participate meaningfully in the academic, social and co-curricular life of the School.

The Learning Enhancement Teacher can expect to liaise with:

- The Principal
- Executive Director, Head of Junior School
- Co-ordinator Learning Enhancement (P-6)
- The Learning Enhancement Aides
- Classroom Teachers
- Director, Assistant Head of Junior School
- Parents
- External Providers
- Students



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Learning Enhancement Teacher	• Collaborate with classroom teachers, Learning Enhancement Aides and relevant staff to plan and implement adjustments, programs and learning activities that respond to students' individual needs. • Develop, implement and review Individual Education Plans in consultation with relevant teachers, parents and other stakeholders. • Develop and review Differentiated Adjustment Plans and maintain appropriate supporting documentation. • Provide targeted individual and small-group literacy and numeracy intervention. • Support students in classroom settings through differentiated instruction, explicit teaching and reasonable adjustments. • Undertake routine educational assessments within the scope of the position and use assessment information to inform intervention and support. • Monitor and evaluate student progress using appropriate assessment data, observations and work samples. • Maintain accurate, objective and confidential records of student progress, support and adjustments. • Provide teachers with practical guidance and resources to support differentiation and inclusive classroom practice. • Participate in regular Learning Enhancement Team meetings and provide evidence-based feedback regarding student progress. • Contribute to transition planning for students moving between year levels or learning settings. • Communicate relevant information to parents and carers in consultation with the Co-ordinator of Learning Enhancement and classroom teachers.
Student Support	• Work individually and in small groups with identified students. • Support students to develop literacy, numeracy, organisational and independent learning skills. • Develop positive and professional relationships that support student engagement and participation. • Implement approved student learning, behaviour, wellbeing and risk-management strategies.



Key Word	Duties
	- Assist students to access and participate in academic and co-curricular activities. - Identify and promptly communicate emerging concerns regarding student learning, participation or wellbeing through the appropriate School processes. - Maintain appropriate professional boundaries and comply with all child-safety requirements.
Collaboration and Professional Practice	- Work collaboratively with classroom teachers, Learning Enhancement Aides, Junior School leadership and other relevant staff. - Contribute to professional dialogue regarding evidence-informed and inclusive teaching practice. - Assist teachers to understand and implement approved adjustments. - Liaise professionally with parents, carers and external providers within the responsibilities and authority of the position. - Participate in relevant meetings, professional learning and School activities. - Maintain current knowledge of legislative and professional requirements affecting students with disability and additional learning needs.
Administration	- Maintain accurate Individual Education Plans, Differentiated Adjustment Plans, assessment records and progress documentation. - Assist with gathering and maintaining evidence of reasonable adjustments. - Prepare learning resources, intervention materials and reports as required. - Handle student information in accordance with School policies, confidentiality obligations and applicable privacy requirements. - Complete administrative duties associated with the Junior School Learning Enhancement Team.
General	- Promote literacy and numeracy skill development within the school - Contribute to the Learning Enhancement Team with professional dialogue relating to best practice regarding student support services - Assist with playground and other student supervision duties as required.
Co-curricular	- Coach sporting teams and / or contribute to the School's co-curricular programme for an average of 5.5 hours per week - Maintain accurate records of student attendance, performance and appropriate levels of supervision and standards of behaviour - Ensure the necessary equipment is available and maintained



Key Word	Duties
Other Duties	Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the School

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Head of Junior School and Director, Assistant Head of Junior School. For day-to-day operational matters the position will be responsive to the directions of the Coordinator of Learning Enhancement (P-6) (the Supervisor).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Relevant recognised teaching qualifications.
- Current NESA accreditation, or eligibility to obtain accreditation, at the appropriate level.
- Demonstrated experience supporting students with disability and diverse or additional learning needs.
- Demonstrated ability to develop, implement and review individual learning plans and reasonable adjustments.
- Experience delivering targeted, evidence-informed literacy and numeracy interventions.
- Strong knowledge of differentiated teaching and inclusive education practices.
- Capacity to interpret assessment information and use it to plan, monitor and evaluate student learning.
- Strong organisational, prioritisation, written communication and recordkeeping skills.
- Demonstrated ability to collaborate effectively with students, staff, parents, carers and relevant external providers.
- Knowledge of child-protection responsibilities and a demonstrated commitment to child-safe practice.
- Understanding of applicable obligations under the *Disability Standards for Education 2005 (Cth)* and the *Disability Discrimination Act 1992 (Cth)*.
- Demonstrated capacity to manage sensitive student information with discretion and confidentiality.
- Commitment to ongoing professional learning and evidence-informed practice

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.



- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

APPOINTMENT CONDITIONS.

Employment will be offered on the basis of a maximum term, part time role working 15.2 hours per week (0.4 FTE), commencing by negotiation and ceasing no later than 9 April 2027.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 (CMEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement

Preferred applicants will be screened in accordance with Child Protection legislation.