

## **POSITION DESCRIPTION**

# **PROFESSIONAL LEARNING EDUCATOR - LITERACY**

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The Professional Learning Educator:

- presents SPELD NSW professional learning and workshops for teachers, tutors, other professionals and parents on evidence-based literacy instruction and best practice approaches to supporting students with specific learning difficulties
- contributes to the development of teaching resources and professional learning materials for SPELD NSW

## **Basis of Employment**

This role can be a part-time or full-time role (3-5 days per week), to be discussed and agreed with the Executive Officer.

This role will be based in the SPELD NSW office in Parramatta. Travel to different locations in Sydney and across NSW to deliver professional learning courses is part of this role. SPELD NSW supports flexible work arrangements including working from home for part of the role.

SPELD NSW provides structured training in SPELD NSW professional learning courses to Professional Learning Educators, as well as ongoing internal professional development opportunities.

The SPELD NSW office is closed for 3 weeks over the summer holidays, 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 Professional Learning and Development Lead, the Professional Learning Educator will:

- a) Deliver SPELD NSW professional learning courses for teachers, tutors, other professionals and parents on evidence-based literacy instruction and best practice support for students with specific learning difficulties
- b) Contribute to the development of teaching resources and professional learning materials for SPELD NSW
- c) Have opportunities to contribute to the development of SPELD NSW professional learning courses
- d) Attend conferences and external events on behalf of SPELD NSW
- e) Continue to develop and maintain their own and the SPELD NSW professional learning team's knowledge and understanding of current research, evidence-based literacy instruction and best practice support of students with specific learning difficulties.

### **2. General support**

To support the implementation of SPELD NSW's objective, policies and practices, particularly in respect of confidentiality, privacy, workplace, 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 Professional Learning Administrator
- SPELD NSW members, supporters and clients
- SPELD NSW suppliers

## **Selection Criteria**

### **Essential**

- a) Teaching or education degree or other relevant qualification.
- b) Classroom teaching or clinical experience.
- c) Demonstrated proficiency in using evidence-based literacy instruction practices in classrooms or through intervention programs.
- d) Understanding of the literature on the research about learning to read and supporting students with specific learning difficulties.
- e) Experience and passion for teaching adults, for example, delivering professional learning for teachers.
- 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.
- k) Commitment to extend own professional development. (SPELD NSW will make training and professional development available.)

### **Desirable**

- a) Substantial professional development in evidence-based literacy or supporting students with specific learning difficulties.
- b) Expertise in implementing curriculum change within schools.
- c) Experience as a leader in an education setting and in coaching adults.
- d) Knowledge of NSW school systems.

## Appointment Prerequisites

- a) Current Working with Children Check
- b) COVID-19 vaccination

Prepared by:	Georgina Perry	2 November 2021
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