

POSITION TITLE	Reading Recovery Teacher
SERVICE AREA	Leading and Learning
DIRECTORATE	Learning
REPORTS TO	Literacy Manager
CLASSIFICATION	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015
DATE APPROVED	September 2017

Role Purpose

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Reading Recovery Teacher is accountable for the effective delivery of Reading Recovery lessons for Yr 1 students identified at risk.

Key Accountabilities

FUNCTION SPECIFIC ACCOUNTABILITIES

The Reading Recovery Teacher is accountable for:

- Teaching Reading Recovery students daily
- Monitoring and analysing Reading Recovery student progress
- Communicating with school teams about the progress of the Reading Recovery students
- Collaborating with Reading Recovery tutors in data analysis and planning
- Supporting K-2 literacy professional learning initiatives

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural	Individual	Self-Development / Continuous learning	A
		Adaptability	P
	Interpersonal	Collaboration and communication	A
		Responsibility and ownership	A
	Analytical	Planning, organising and problem solving	A
Leadership	Leadership	Delegation	P
		People development	N/A
		Leading a team	P
		Understanding of the organisation's mission	P
		Strategic positioning	P
Technical / Functional	Technical / functional	Attention to detail	S
		Knowledge & application of Policies, Procedures, and Processes	A
		Knowledge & application of Industry, Emerging Trends and good practice	A

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

Typical Experience and Qualifications

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.