

## **Position Description**

### **Teacher, BIALA SCHOOL**

#### **Specialised Education Teacher:**

- Serves as a classroom teacher at Biala School for Specialised Education.
- Demonstrates a passion for special education and diverse pathways.
- Collaborates effectively within a small team of dedicated teachers and support staff.
- Establishes and maintains a positive climate that promotes learning, safety, health, and welfare for students and staff.

#### **Reports to:**

Head of Education, Biala Support Services Ltd.

#### **External Stakeholders:**

Parents and external support services within the broader community.

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#### **Essential Functions**

##### **Compliance and Reporting:**

- Complies with and implements the School's policies and procedures, ensuring accurate data entry and updates in Biala systems.
- Responds promptly to work health and safety incidents, reporting, and compliance requirements to ensure student welfare.
- Attends staff meetings and collaborates with the Head of Education and colleagues as required.
- Prepares and submits reports and student data to the Head of Education in a timely manner.
- Maintains professional development and full teacher accreditation in line with NESA standards.

##### **Team Collaboration:**

- Actively participates in the school team, including attending regular staff meetings and professional development workshops.
- Works closely with Teacher Aides to provide instructional leadership and inform them about practices and programs.
- Designs and prepares educational resources, contributing to whole-school programming.
- Collaborates to create and implement a School-Wide Positive Behaviour Support plan that encourages students to set and monitor personal goals.

##### **Students:**

Disability Services | Suite 4 & 5, 2 Moon St Ballina NSW 2478

Biala School | 78 Fox St Ballina NSW 2478

02 6686 4763 | [info@biala.org.au](mailto:info@biala.org.au)

- Maintains student data, plans, risk assessments, and relevant documents to inform Positive Behaviour Supports.
- Develops annual Personalised Plans for each student focused on evidence-based goal achievement.
- Participates in annual Personalised Planning meetings with families and the Head of Education.
- Delivers the NSW Curriculum, differentiated to meet student needs.
- Plans and implements class and individual student programs that meet NESA standards and Biala's policy requirements.
- Prepares students for transitions to other settings and supports their participation in the local community.
- Keeps up-to-date student attendance records.
- Liaises with the First Aid Officer regarding student medication needs and monitors adherence to treatment plans.
- Responds appropriately in emergencies or crisis situations.
- Maintains student well-being by reporting potential child protection issues to Biala's Child Protection Representative in accordance with policies.
- Counsels students and recommends interventions or disciplinary actions in collaboration with the Head of Education.
- Plans and coordinates extracurricular activities, ensuring safe transportation for all students.

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#### **Work Health and Safety (WHS):**

- Adheres to Biala's WHS Handbook and follows safe work practices.
- Wear personal protective equipment (PPE) as required.
- Operates equipment and machinery in line with Safe Operating Procedures outlined in the WHS Handbook.
- Capable of performing all physical requirements, including lifting and transferring individuals with physical disabilities as needed.

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#### **Other Functions:**

- Performs additional duties as assigned.

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#### **Essential Criteria:**

- A strong desire to contribute innovative practices that foster a culture of continuous improvement in a diverse school environment.
- Ability to apply knowledge of the NSW Curriculum to plan and prepare inclusive and differentiated learning programs that meet the needs of students with various disabilities.
- Experience in a learning support environment or working with students with complex needs and behaviours.
- Demonstrated organizational, communication, and administrative skills.
- Qualifications as a proficient teacher with NESA (or ability to obtain).

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**Conditions:**

Biala School is committed to child safety. The successful applicant will be required to undergo child protection screening, be fully vaccinated against COVID-19, and adhere to the School's Child Protection Policy and Code of Conduct.

Biala values safe work practices to promote staff health and well-being. Confirmation of satisfactory fitness for work and capability to perform the inherent requirements of the role is necessary.

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