



Position Description

Position title	Instructor – Arrowsmith Program
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Head of Arrowsmith Program
Employment type	Full-Time

Overview

Oakleigh Grammar is a K to 12 co-educational Christian school. Over the years, Oakleigh Grammar has continued to reflect the changing face of its surrounding suburbs embracing and celebrating multiculturalism, diversity and inclusion.

Our Values

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness – We promote the quality of being friendly, generous and considerate.

Humility – We promote the quality of having a modest or low view of one's importance.

Aspiration – We promote the notion of hope and ambition in all that we and others do.

Primary Purpose of the Role

The Arrowsmith Program assists children with learning disorders. This program originated in Canada by Mrs. Barbara Arrowsmith who developed nineteen cognitive functioning remediation exercises. The Arrowsmith Program has created a dramatic paradigm shift in the field of learning disabilities and attention disorders. The focus of this program is based on Neuroplasticity which refers to the brain's ability to reorganize itself. Oakleigh Grammar is committed to helping children to improve cognitive functioning and bring school success and a happier life for our students.



Planning, Organisation and Administration

Essential qualities and skills for instructions

The Arrowsmith classroom differs from a traditional academic classroom environment. An Arrowsmith classroom is one in which students with learning difficulties work on individualized cognitive programs. As the Arrowsmith Program is a unique approach to addressing learning difficulties, it is not necessary to hire a trained special education teacher; the instructor needs to be open to learning new methodology.

A successful Arrowsmith Program Instructor will have:

- **A proven ability to multi-task and excellent time management skills.**

As an Arrowsmith Program classroom will generally have multiple students in the classroom working on different cognitive programs simultaneously at different levels, the instructor's role will be to multi-task and oversee all students' programs within every period. The ability to manage time, both for self and students, is critical in terms of maintaining student engagement on cognitive exercises.

- **Good analytical and problem-solving skills.**

Working in an Arrowsmith classroom requires good analytical and problem-solving skills as facilitators work dynamically with the program and the students to ensure student progress.

- **Excellent organisation skills and detail orientation.**

There is a large administrative component to the role of an Arrowsmith Program facilitator. The facilitator must collect, record, and analyse a large quantity of highly detailed data on a daily basis. This requires the ability to be organised and efficient in the tasks.

- **An affinity for working with students with learning difficulties, including a clear understanding of the behaviours associated with learning difficulties.**

This understanding promotes the necessary patience, tolerance, and compassion that an Arrowsmith Program instructor will use to support his/her students, and to apply appropriate support mechanisms within the classroom, including positive reinforcement, meaningful praise, and suitable motivational strategies. Arrowsmith Program instructors must have an ability to reach all students.

- **Demonstrated understanding of, and focus on, positive behaviour strategies.**

It is desirable for the Arrowsmith Program instructor to have high EQ (emotional intelligence). Arrowsmith Program instructors have a positive mindset, focusing on creating positive interactions with students. The Arrowsmith Program instructor's philosophy and practice should demonstrate an awareness of positive behaviour strategies for students with learning difficulties and different learning profiles.



Qualifications

Required

- Qualification as an Arrowsmith Instructor as certified by Arrowsmith Program, Canada.
- Victorian Working with Children Card
- Extensive knowledge of Child Protection and its implications for the care and protection of children
- HLTAID 012 Child First Aid Course – First Aid in an Education and Care setting (includes Asthma training).
- Anaphylaxis and Asthma Management training as prescribed in the Education and Care Services National Law Act 2010.

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.



- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD
November 2023



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