



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Position Description

### Team Leader – School Campus

Team	School
Location	Brighton
Manager	School Principal
Classification	Contract
Employment Status	Permanent Full-Time

#### Purpose

The purpose of this position as Team Leader – School Campus is to support the School Principal in achieving Autism Queensland's strategic direction, as articulated in the School's Action Plan, through effective management of day to day School campus operations.

#### Responsibilities

- In consultation with the School Principal and Human Resources, recruit, lead, develop, support and performance-manage teaching, administration and bus team staff to meet the individual needs and challenges of students on the autism spectrum
- Maintain current knowledge and practice of the Professional Standards for Teachers and coordinate and promote professional development of all school staff, in accordance with the Australian Curriculum, Autism Queensland's Methodology & Practice, compliance requirements and AQQA policies and procedures
- Provide leadership, support and referral as appropriate in all student or team-related issues, and in the event of any on-site incidents, follow-up outstanding issues ensuring all reporting is completed in accordance with AQQA policies and procedures
- Coordinate relief staff and duty changes in response to absences including oversight of bus staff rosters with assistance of the school Administration Officer
- Coordinate provision of transition support for students commencing and concluding placement and oversee stakeholder interactions with home schools of students on dual placement
- Maintain enrolments and minimise vacancies, keeping up-to-date wait list records

- Establish and maintain the implementation of data collection processes in accordance with legislative and funding body requirements
- Monitor and support the implementation of AQQA policies and procedures and support the ongoing professional development of the school body
- Maintain currency with and adhere to all legislative requirements governing independent schools

## Key Performance Indicators

- Teaching, bus and administration staff are provided with appropriate and immediate direction and support as required
- Ongoing professional development of the school body is maintained
- Legislative compliance is evident, professional standards are observed and AQ policies and procedures, including real time documentation, are evident in all aspects of school operation
- Incidents are resolved effectively and efficiently with appropriate and timely reporting and documentation
- Internal and external enquiries are addressed or conveyed to the Principal as appropriate
- School and student data are collated and available for reporting purpose to agreed timelines
- Up-to-date wait lists are maintained and vacancies are filled in a timely manner
- School and buses are appropriately staffed and all duties are covered as required
- Daily administrative tasks are completed in accordance with AQQA standards
- Proactive communication is maintained with the Principal regarding all School campus issues
- Leadership style and approach reflects Autism Queensland's strategic direction and values
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Tertiary qualifications in Education, Educational Leadership and/or Special Education
- Minimum ten years teaching experience, ideally including at Autism Queensland, preferably at Senior Teacher level
- Demonstrated knowledge and understanding of current theories and best practice regarding support of children with ASD, particularly in educational settings
- Demonstrated ability to work autonomously and within a multi-disciplinary team
- Proven highly effective interpersonal communication skills, including the ability to facilitate stakeholder meetings, provide team leadership and manage critical incidents
- Demonstrated understanding of and commitment to the Vision, Mission and Values of Autism Queensland, including working with and supporting Autism Queensland school students, families and staff

### *Additional highly-regarded criteria*

- Post graduate qualifications in Educational Leadership and/or Management
- Post graduate qualifications in Special Education, particularly ASD
- Experience teaching in an ASD specific setting/school

### **Special Conditions & Requirements**

- Current registration with Queensland College of Teachers Registration Board
- Retention of a current, open Driver's License
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card.
- Certificate of completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: December 2019