



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people with Autism Spectrum Disorder.

Position Description

Teaching and Learning Coordinator

Team	School
Location	Sunnybank and Brighton
Manager	School Principal
Classification	Senior Professional – <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Full-Time

Purpose

The purpose of this position as Teaching and Learning Coordinator is to provide mentorship and coaching to classroom teachers through a demonstrated commitment to teaching excellence and student support, as determined by the Principal.

Responsibilities

- Promote, support and develop staff knowledge and practice of AQ Pedagogy across school campuses
- Supervise the development and implementation of curriculum plans and personalised learning plans that address barriers to learning
- Model and promote flexible teaching practices designed to meet the learning and engagement of students with ASD
- In consultation with the School Team Leaders, mentor and support the professional development of Class Teachers in alignment with the Professional Standards for Teachers
- Liaise with the School Team Leaders in monitoring, developing and reporting on teaching and learning outcomes
- Develop and maintain effective professional networks and relationships with relevant stakeholders
- Perform School Class Teacher responsibilities for short periods as may be required from time to time

Key Performance Indicators

- Role-modelling high-level professional expertise in planning, development and practice of AQ Pedagogy
- Demonstration of understanding and continued commitment to implementing curriculum initiatives in the areas of curriculum decision making, assessment and reporting for students requiring differentiation
- Timely and professional facilitation and/or delivery of professional development and resourcing support for all school team members
- Promotion of positive student outcomes and enriching learning experiences for students
- Engagement in positive interactions with internal and external stakeholders in the wider school community
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Tertiary qualifications in Education, preferably with post graduate qualification in Special Education
- Demonstrated knowledge and understanding of the Australian Curriculum, specifically innovative curriculum practices for students requiring differentiated teaching, assessment and reporting
- Proven highly effective leadership in the development, implementation and evaluation of whole school pedagogical practices
- Demonstrated knowledge and understanding of current theories and best practice regarding support of children with ASD, particularly in an educational setting
- Demonstrated knowledge and understanding of the Professional Standards for Teachers, including the ability to facilitate staff mentoring, coaching and support
- Proven highly effective interpersonal skills necessary for external networking and as a collaborative member of the school team
- Demonstrated understanding of and commitment to the Mission of Autism Queensland, and to working with and supporting Autism Queensland school students, families and staff

Special Conditions & Requirements

- 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: March 2018