



We partner with people on the autism spectrum, their families and communities to remove barriers and realise potential.

Head of Campus

Team	AQ School
Location	Brighton, Brightwater, Cairns, Sunnybank Hills
Manager	School Principal

Purpose

The Head of Campus is the site-based lead for the provision of all AQ School services delivering AQ's vision of ensuring students have access to a high-quality educational program suitable to their individual learning needs, in alignment with Autism Queensland's (AQ's) strategic direction.

Responsibilities

- Lead the provision of all site based AQ School services as articulated in the School's Educational Program aligning with legislated requirements governing independent schools, and AQ policies and procedures.
- Work collaboratively within an interdisciplinary team to assess, plan, deliver and review personalised learning plans for students.
- Partner with stakeholders from corporate functions such as Property, Human Resources, Quality and Risk, and Finance in managing and planning site operations, promoting safety and security.
- Ensure the teaching and administration team provide for the personalised learning needs of autistic students..
- Provide leadership to the teaching and administration team that fosters engagement, continual learning and alignment with AQ's values, policies, procedures and standards.
- Work collaboratively with other AQ teams, both within the location, and more broadly such as Therapy and Client Services to ensure successful, effective and coordinated operation and development of the AQ services.
- Coordinate provision of transition support for students commencing and concluding placement and oversee stakeholder interactions with home schools of students with dual enrolment.
- Establish and maintain the implementation of data collection processes in accordance with legislative and funding body requirements and Autism Queensland's policies and procedures.
- Maintain current knowledge and practice of the Professional Standards for Teachers ensuring ongoing personal professional development.

Key Performance Indicators

- Team members are provided with appropriate and immediate direction and support as required
- 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
- Ongoing professional development of the school body is maintained
- 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 campus enrolments maintain budgeted targets
- Workforce is appropriately staffed, trained and certified, and all duties are covered as required
- Daily administrative tasks are completed in accordance with AQ standards
- Proactive communication is maintained with the AQ School Principal regarding all School campus issues
- Leadership style and approach reflects AQ's strategic direction and values
- Compliance with AQ including Workplace Health & Safety policies and procedures

Requirements

- Tertiary qualifications in Education, Educational Leadership and/or Special Education
- Minimum ten years teaching experience, and minimum two years' experience in school leadership
- Demonstrated knowledge and understanding of current theories and best practice regarding support of autistic children, particularly in educational settings
- Demonstrated ability to work effectively for positive engagement with all stakeholders
- Proven highly effective interpersonal communication skills, including demonstrated ability to facilitate stakeholder meetings, provide team leadership and manage critical incidents
- Demonstrated understanding of and commitment to the AQ Vision, Mission and Values, including working with and supporting AQ school students, families and staff

Highly-regarded

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

Special Requirements

- Current registration with Queensland College of Teachers (QCT)
- Blue Card (WWCC paid workers) Exemption (as Registered Teacher)
- Retention of a current, open Driver's License
- Current, recognized Provide First Aid including Provide CPR qualification

Position Description Reviewed: May 2024