

Teaching and Learning Coordinator

Team	AQ School
Location	Brighton, Brightwater, Cairns, Mackay, Rockhampton & Sunnybank Hills
Manager	Head of Campus

Purpose

The purpose of the role of Teaching and Learning Coordinator is to lead and support class teachers in providing high standards of teaching excellence and student support whilst contributing to the School leadership through high-quality professional practice with a focus on educational outcomes.

Responsibilities

- Provide educational leadership working collaboratively with and within an interdisciplinary team to plan, deliver and report on school strategic goals, improvements, and compliance priorities.
- Maintain currency of knowledge about Queensland Curriculum & Assessment Authority (QCAA), Australian Curriculum, Nationally Consistent Collection of Data Students with Disability (NCCD), Non-State Schools Accreditation, and ISQ processes and requirements relating to compliance and evidence informed practice, communicating changes to the AQ School Leadership Team and leading teachers to develop and implement personalised curriculum planning, teaching, assessment and reporting.
- Provide effective leadership to the School teaching team, including direct line management of Class Teachers.
- Mentor and support the professional practice of Class Teachers in alignment with the AQ School Educational Program, the Professional Standards for Teachers, QCAA, Australian Curriculum, NCCD, and Non-State Schools Accreditation requirements.
- Actively participate in team and staff meetings (some after hours) and Pupil Free Days including facilitating teacher professional development activities.

- Perform delegated tasks to support daily campus operations including assigning resources such as relief staff, playground duty and supervision as timetabled, and performing Class Teacher responsibilities for short periods as required.
- Establish and maintain effective communication and networks with relevant internal and external stakeholders.
- Work collaboratively as a member of the School leadership team to investigate and implement innovative evidence informed teaching practices and improvements responsive to the needs of students with autism.

Key Performance Indicators (KPIs)

- Demonstration of highly effective professional standards within professional knowledge, professional practice, and professional engagement (Australian Institute for Teaching and School Leadership).
- Effective leadership, development and performance management of direct reports is evidenced by regular one on ones and team meetings with timely probationary and annual performance reviews.
- Improvements in teacher practice including reflective practice and implementation of program and / or curriculum initiatives are evident.
- 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 within the school.
- Engagement in positive interactions with internal and external stakeholders in the wider school community.
- Compliance with Autism Queensland policies and procedures

Requirements

Qualifications:

- Tertiary qualifications in Education, Special Education, or Inclusive Education

Experience:

- Significant demonstrated experience supporting autistic and/or diverse students

- Experience leading teams and or communities of practice or projects.

Skills knowledge & capabilities:

- Demonstrated knowledge and understanding of the Australian Curriculum, specifically innovative practices for students requiring differentiated teaching, assessment and reporting.
- Proven highly effective leadership skills in the development, implementation and evaluation of whole school programs and or pedagogical practices.
- Demonstrated knowledge and understanding of current theories and best practice regarding the support of students with autism, particularly in an educational setting.
- Knowledge and understanding of the Professional Standards for Teachers, including the ability to facilitate staff mentoring, coaching and support.
- Highly effective interpersonal communication skills with proven ability to work collaboratively, manage and develop a professional team, and build effective relationships with internal and external stakeholders.
- Demonstrated understanding of and commitment to the Purpose of Autism Queensland, and to working with and supporting AQ School students, families and staff.

Additional requirements:

- Current registration with the Queensland College of Teachers (QCT)
- Current open driver's licence
- Current, recognised Provide First Aid including Provide CPR qualification.
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You".