



## Position Description

### Enrichment Centre Co-ordinator

#### The School

Hillbrook Anglican School is a co-educational secondary school in Brisbane, Queensland, affiliated with, but not owned by, the Anglican Church. The school was established in 1987 and has a current enrolment of 720. It is a moderate-fee school and draws students from a wide catchment. The school offers a broad range of Queensland Curriculum and Assessment Authority subjects and, while the great majority of graduates go on to tertiary study, a number also move into trades and employment.

The school offers a variety of academic senior subjects, all of which qualify for OP calculations, though not all students are tertiary-bound. Our motto “In Balance We Grow” underpins life at Hillbrook, and students are strongly encouraged to engage in a range of pursuits to achieve a balance between the academic, creative, physical, personal, social and spiritual aspects of their school lives.

We have developed a lively, positive and unique school culture, with a strong foundation of democracy, as reflected in its School Board and distributed leadership model. Collaboration and involvement are highly valued, exemplified in the Outdoor Education Program, in which all students participate. This program combines wilderness experiences with meeting personal challenges and helping others.

In the classroom, Religious Studies and Personal & Spiritual Development are compulsory subjects in all years, while English, Mathematics, Science, Global Studies and Health & Physical Education are also compulsory until the end of Year 10. Philosophical Inquiry was introduced as a core subject in 2015 when we welcomed Year 7 into our school.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the values of an independent Anglican school. The school actively encourages and supports teachers in developing their own professional learning and practice.

#### 1. Appointment

- 1.1. We are looking for someone to lead a team in delivering an integrated program in support of our students both within the classroom and through withdrawal.
- 1.2. The Enrichment Centre Co-ordinator is appointed by the Principal in consultation with members of the School Leadership Team (SLT).
- 1.3. The position is a full-time position. Remuneration and conditions will be at Subject Co-ordinator level.
- 1.4. All members of staff are involved in a process of professional reflection as outlined by the Principal.
- 1.5. This position reports to the School Leadership Team.

## **2. Duties**

The definable duties of the Enrichment Centre Co-ordinator may include the following:

### **2.1. Students**

- Develop and co-ordinate Learning Support programs for verified students
- Oversee and teach the Literacy and Numeracy Enhancement (LANE) Program
- Oversee the preparation of scaffolding of assignments to assist student learning
- Review verifications as per the ISQ timeline and submit for approval to ISQ
- Prepare individual IEPs for verified students and review each semester
- Ensure the regular and meaningful communication with parents of Learning Support students
- Ensure the extension and enrichment of students across the year levels

### **2.2. Staff**

- Oversee the consultation with Subject Co-ordinators, classroom teachers and parents on a regular basis
- Note and co-ordinate responses to students of concern
- Meet regularly with all staff involved with the verified students to discuss IEPs
- Prepare and co-ordinate timetables for teacher aides and in-class literacy and numeracy coaches
- Oversee the organisation of the NCCD (National Consistent Collection of Data) and the reporting to external authorities
- Oversee the administration of standardised tests and uploading of data
- Oversee the uploading of IEPs at the start of each year
- Liaise with the School Leadership Team regarding programs, subject choices, extensions and special provisions
- Oversee the liaising with all staff about Special Provisions for Learning Support students
- Ensure that all departmental processes and procedures are up to date
- Involved in the provision of professional development for staff

### **2.3. External Parties**

- Liaise with ISQ as required about reviews of verified students
- Discuss Learning Support students with visiting professionals
- Contact advisory teachers who specialise in hearing impaired, visual impaired and physical impairment to help with the verification process
- Liaise with Learning Support and Extension Program staff at other schools to network and share information

## **3. Admissions**

- 3.1. Support the school's enrolment program by publicly and privately supporting the school to past, present and future families.
- 3.2. Support the enrolment program by staffing specific events such as parent teacher meetings, enrolment afternoons and individual family interviews.

## **4. Other**

- 4.1. Carry out other duties as required by the Principal
- 4.2. General expectations as prescribed in the Staff Professional Conduct Statement

## 5. Conditions, entitlements and benefits

- The position is full time permanent position, but is initially offered as a 12 month contract.
- The position is paid in accordance with the Anglican Schools Enterprise Agreement.
- Personal leave accrues at 10 days per annum.
- Long Service Leave accrues at the rate of 1.3 weeks for each completed year of service and entitlements accessible after 7 years continuous service.
- Currently, employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

### Application Process:

Applications need to be submitted by: Monday, 24 July 2017.

In your application you should include outlines of:

- Your personal details (including postal and e-mail address)
- Your teaching and technical experience
- Your philosophy of teaching
- Why you are interested in this position
- Your interests outside of teaching

All applications should be addressed to:

The Principal  
Hillbrook Anglican School  
PO Box 469  
Everton Park 4053

Alternatively, they may be sent electronically to: [positions@hillbrook.qld.edu.au](mailto:positions@hillbrook.qld.edu.au)

Receipt of application will be acknowledged by email.

After the closing date, short-listed applicants will be contacted by the school, in order that an interview can be arranged.

Unsuccessful applicants will be advised by email.