

# Learning Enrichment Coordinator

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- COMMENCING:** 21 January 2020
- TENURE:** Permanent Teacher appointment  
3-year fixed term Position of Added Responsibility appointment
- HOURS:** Full-Time
- LOCATION:** Stephen Street Campus – Middle and Senior College
- HOW TO APPLY:** Applications should include the following:
- A detailed **Covering Letter** addressing the relevance of your qualifications, skills and experience to the position requirements
  - A current **Resume** including academic and professional qualifications, current position and responsibilities, employment history and the names and contact details of two referees.

Please email applications to [employment@concordia.qld.edu.au](mailto:employment@concordia.qld.edu.au)

Enquiries can be made to the Director of Learning and Innovation on 07 4688 2700

**CLOSING DATE:** 16 September 2019

It is important that you read the following information before proceeding with your application.

- Our Conditions of Employment
- College Overview
- College Philosophy Statement
- Employment Collection Notice

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## OUR CONDITIONS OF EMPLOYMENT

Concordia Lutheran College, as a school of the Lutheran Church of Australia, and terms and conditions of employment will be in accordance with the Queensland Lutheran Schools Single Enterprise Agreement 2016.

A copy of the Agreement can be accessed by the following link:  
<http://qldluth.com/qldlssingleea2016/>

## OUR COLLEGE

Concordia Lutheran College is a K-12 coeducational school with a rich history that spans over seven decades, a strong sense of community and comprehensive educational opportunities across three campuses.

A Concordia, a vibrant community comes together to offer an outstanding education for each individual child. Our learning frameworks are designed to make the most of the coeducational environment where boys and girls can work together and separately, learning to value their differences and to develop cooperative understanding.

We strive for every student to achieve their true potential. Students are empowered to see themselves as their own teachers and to have a thorough understanding of each stage of their learning journey.

Concordia Lutheran College consists of three beautiful campuses in Toowoomba, Queensland, Australia. There are two Junior College campuses, each with a dedicated kindergarten and Prep to Year 6 learning program. Our Middle and Senior College campus is for students in Years 7 to 12.

Concordia Lutheran College offers boarding for boys and girls. Our Learning in Residence program provides students with a modern boarding experience with dedicated after-hours study support utilising experienced tutors and pre-service teachers from the University of Southern Queensland. Our boarders are housed in the same boarding precinct with separate boarding houses for girls and boys.

Outdoor Education is a highlight of many students' time at Concordia. Students in Year 9 embark on a four-week outdoor education experience that gives them the opportunity to learn outside the classroom and to cope with the pressures of life such as dealing with responsibilities, failure and success.

Learn more about the College, its values and strategic priorities at [www.concordia.qld.edu.au](http://www.concordia.qld.edu.au)

# Learning Enrichment Coordinator

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## 1. Position objective

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The Learning Enrichment Coordinator has responsibility for promoting an inclusive and positive learning environment through the coordination, oversight and monitoring of students from Years 7 to 12 with identified educational needs - including gifted students through the establishment of a Gifted and Talented Education (GATE) program.

These responsibilities will be achieved through extensive collaboration with classroom teachers and Heads of Department resulting in the development of individual educational plans, and the implementation of learning intervention programs.

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## 2. Reporting / working relationships

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This position reports to the Director of Learning and Innovation and is a member of the various curriculum and pastoral care teams as required and is required to meet Heads of Department on a regular basis.

The position requires close consultation with the Junior College to ensure programs and communication is consistent across the College; and works closely with teacher aides who support the delivery of additional support for individual students and enrichment programs.

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## 3. Contribution to the College community

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*Demonstrate leadership and alignment with the philosophy, purpose and values of the College by:*

- Supporting the Christ-centred and grace-filled learning environment of the College
- Leading and developing the learning enrichment team and make explicit the vision and goals for learning enrichment, aligned with the College's vision to provide a rigorous and quality education where students strive for excellence
- Role modelling the College value of 'service' by supporting co-curricular activities, House competitions and cultural programs as appropriate
- Treating all people with respect – responding promptly to parent and student concerns and supporting staff with consultative and collaborative approaches
- Positively promoting the College, both within the school and in the wider community
- Fulfilling all duties as determined by the Head of College

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*Demonstrate leadership in the design, implementation and recording of enrichment programs by:*

- Supporting the ongoing development and review of College support structures and initiatives to facilitate the support of all students within a mainstream schooling context
- Supporting the formalisation of current Gifted and Talented Education (GATE) offerings and shaping these into a program that is offered to students. This will be done in consultation with the Director of Learning and Innovation, and Heads of Department, and involve both the development of in-classroom strategies and complimentary, outside-classroom programs
- In consultation with the Director of Stephen Street Campus, and in line with the College's Strategic Plan, establishing and overseeing an 'after-hours' tutorial structure to support learning at the Stephen Street Campus. Initially, this offering may include Literacy, Numeracy, Learning Confidence, Motivation, Study Skills, Organisational Skills and after-hours study programs for senior students
- Coordinating and documenting the collection of NCCD data and the organisation of all relevant information in preparation for validation. Ensure that the same process is available when applying for other sources of funding e.g. through ISQ
- Overseeing the recording and submission of data to relevant external agencies and authorities that captures the nature of the students with additional needs and the levels of adjustments required for such students e.g. NCCD, NAPLAN etc.
- Liaising with the Director of Learning and Innovation to prepare, complete and oversee State and Commonwealth funding applications
- Overseeing the process that allows provisions for students for timed assessments and additional working time
- Administering and recording Middle and Senior College standardised testing using the PAT tests to identify student needs. Testing will occur at the beginning of each year and in the second half of Semester 2. This is in line with protocols across the College.
- Advising, overseeing and managing corporate intervention programs e.g. MacqLit on behalf of the College
- Analysing NAPLAN outcomes for Year 5 (with the Junior College LE Coordinator), Year 7, and Year 9
- Undertaking research on pedagogical initiatives to ensure that the College stays at the forefront of academic initiatives appropriate to its environment
- Conducting regular reviews of enrichment programs and interventions using multiple sources of evidence, including student internal and external assessment data, historical and current cohort performance, documented adjustments, lesson observations and feedback from students, colleagues and parents
- Collaborating with the Leadership Team to determine appropriate allocation of support and resources (within annual budget and funding parameters) to provide the best possible assistance and resources for learning enrichment students

*Support teaching and teaching support staff by:*

- Liaising, communicating and providing appropriate advice on all matters relating to the Disability Discrimination Act, NCCD, the Disability Standards for Education and other support programs e.g. ISQ
- Collecting and coordinating prior assessment data, educational and externally produced learning reports to provide classroom teachers with an annual overview of students with additional needs. This advice should include strategies for curriculum adjustments, exam practices and pedagogical approaches
- Developing and maintaining comprehensive student profiles, including testing results, and communicating these to teaching staff at the commencement of each school term

- Maintaining the student database and ensuring the implementation of appropriate curriculum differentiation and adjustments is occurring (in line with NCCD) and being recorded by teachers, and the Learning Enrichment team, on TASS (Learning Management System)
- Coordinating and providing advice re. differentiated programs and adjustments, as well as the provision of authentic and appropriate assessments for identified students
- Supporting Heads of Department to effectively monitor academic standards across all year levels and to ensure continuous improvement in individual and group student learning outcomes, particularly as new programs are introduced
- Supporting the Middle and Senior College Coordinators, Student Counsellor, Learning in Residence staff and the Indigenous Student Liaison Officer regarding pastoral care needs and the support of students with additional needs and their families
- Liaising with the Junior College Directors of Campus and the Junior College Learning Needs Coordinator, the Enrolment Registrar, and other professionals to manage the transition of identified students into the Middle and Senior College
- Providing meaningful professional learning opportunities to teaching staff and learning enrichment teacher aides each term to develop skills and expertise that support positive educational outcomes
- Assist the Director of Learning and Innovation in establishing appropriate class placements, timetables, reporting and curriculum differentiation and communicate decisions to the College community
- Engaging with 'Visible Learning' as the key framework for pedagogy and actively supporting and promoting this research-based approach

*Support students and parents by:*

- Establishing positive and effective relationships with students and engaging them in their own learning journey
- Continually expecting higher academic standards at all levels and for all students
- Developing and maintaining individual educational plans in consultation with parents, teaching staff, and allied health professionals if required
- Organising parent information sessions and regularly reporting student progress against identified goals to parents
- Preparing and providing appropriate information for parents at Information Evenings and in College Information booklets
- Coordinating student applications for special exam arrangements for the QCAA, through the Director of Learning and Innovation
- Where necessary, providing assistance on excursions or camps to facilitate attendance by students with additional needs
- Liaising with the Student Counsellor and other relevant professionals concerning testing to ascertain/determine a student's ability as well as liaising about issues related to the student's well-being
- Building partnerships with external agencies, authorities and stakeholders to ensure best outcomes for students

*Support the College's Christian culture and provide quality care by:*

- Modelling exemplary behaviour reflective of the values of the College
- Leading and supporting students' academic, pastoral and spiritual needs in the role of leader and teacher
- Promoting peer education for mainstream students about disabilities and students with additional needs
- Supporting strategies and initiatives to build a strong and recognisable 'school spirit' across the College

- Promoting and recognising service to others as an integrated focal point for students
- Applying a care-based, solution-focused approach to managing issues consistent with restorative practices principles
- Being courteous, firm, consistent and fair in dealings with students and staff
- Inspiring, leading and supporting the wellbeing of your colleagues
- Promoting and ensuring staff comply with the College's health, safety and wellbeing policies and practices and facilitate a safe and healthy work environment for all staff.

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#### **4. Key attributes and experience**

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- Commitment to the Christian Lutheran ethos of the College
- Teacher registration and additional qualifications specific to Inclusive Education / Learning Intervention or similar
- Flexibility with working hours, particularly support of the 'after hours tutorial structure'
- Knowledge and understanding of:
  - Australian Curriculum, QCAA syllabi and assessment practices
  - Evidence based curriculum adjustments and pedagogy for students with additional needs
  - Gifted and Talented (GATE) offerings and programs
  - NCCD reporting and record keeping requirements (desirable)
  - Visible Learning Framework and Restorative Practices (desirable)
- Demonstrated ability to:
  - Provide a positive and stimulating teaching and learning environment with a focus on evidence-based practice to improve student learning outcomes
  - Consistently engage in current pedagogical and curriculum initiatives and programs and actively observe and model this to staff
  - Lead, manage and develop staff, including challenging existing teaching and learning practices of students and staff
  - Extract and analyse student performance data to inform programs and practices
  - Plan, implement, manage and review learning enrichment programs
  - Establish and build and maintain positive, effective working relationships with students, staff, parents and other community members

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#### **5. Remuneration and benefits**

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Concordia Lutheran College is a school of the Lutheran Church of Australia, and terms and conditions of employment will be in accordance with the Queensland Lutheran Schools Single Enterprise Agreement. The Learning Enrichment Coordinator is classified as a Position of Added Responsibility and appointment is made in addition to a teaching contract of employment. The initial appointment is for a 3-year period and may be extended by agreement and subject to meeting performance criteria for an additional term of up to 3 years.

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#### **6. Performance standards and review**

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A Performance Review is undertaken at least annually to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.

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**Date of Approval:** 5 September 2019

**Review Cycle:** Every 2 years

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# Our Philosophy

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As a coeducational school of the Lutheran Church of Australia, Concordia Lutheran College exists to nurture and empower young people to shape and enrich our world through a life of faith and service. We are a Christian community where God's message of grace is proclaimed, and this guides how we teach, live and work together.

## Our Philosophy Statement

At Concordia each individual is valued. Consequently we seek to develop the whole person socially, emotionally, spiritually, physically as well as cognitively, through a broad range of educational opportunities and unique learning environments. Our vision is that students would become life-long learners and proactive citizens of the global community, utilising their God-given gifts and talents for the benefit of others.

## Our Purpose

Our purpose is to nurture individuals who are; aware of their humanity, open to the influence of the Holy Spirit, and are growing in and living according to a cohesive world-view.

We encourage students to become:

- Self-directed and insightful
- Discerning and resourceful
- Adept and creative
- Open and responsive
- Principled and resilient
- Confident and caring

We value:

- The centrality of the Gospel
- Faith and Service
- Integrity and courage
- Respect and compassion
- Responsibility and accountability
- Striving for excellence
- Gender Equity
- Cultural diversity
- Stewardship of the earth

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## Employment Collection Notice

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1. In applying for this position, you will be providing The College with personal information. We can be contacted by post at 154 Stephen St Toowoomba Qld 4350 or by telephoning 07 4688 2700.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We may be required to conduct a criminal record check and collect information whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws as applicable. We may also collect personal information about you in accordance with these laws.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

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