



ANNANDALE
CHRISTIAN
COLLEGE

the Way, the Truth, the Life

Life & Learning through Christ

LEARNING ENRICHMENT TEACHER (SECONDARY)

ROLE DESCRIPTION

VERSION: 28.08.2025

<u>TITLE:</u>	Learning Enrichment Teacher (Secondary)
<u>APPOINTED BY:</u>	Principal / CEO
<u>RESPONSIBLE TO:</u>	The Principal
<u>TEAM LEADER:</u>	Learning Support Co-Ordinator
<u>Role:</u>	To assist students and teachers in the College to achieve the College Vision and Mission Statements:

Vision

*To be a college that celebrates life and learning
through Christ-centred Education.*

Mission

*To provide quality, Christ-centred education
through a partnership of parents, teachers and students
which recognises the Lordship of Christ
and the integrity of the Scriptures.*

A. ROLE SUMMARY:

The Learning Enrichment Teacher (Secondary) plays a central role in advancing the College's vision for inclusive education. This position exists to ensure that all students, regardless of background, ability, or learning profile, have equitable access to high-quality teaching and learning opportunities within a safe, welcoming, and Christ-centred environment.

The role is both student-focused and teacher-focused, combining direct support for students with diverse learning needs alongside capacity-building for staff. By working collaboratively with classroom teachers, parents, and specialist professionals, the Learning Enrichment Teacher helps to identify barriers to learning, implement appropriate adjustments, and nurture students' confidence, independence, and God-given potential.

This position also contributes to the leadership of inclusive practice across the Secondary School by mentoring teachers, coordinating support processes, and ensuring compliance with NCCD and QCAA requirements. The Learning Enrichment Teacher (Secondary) plays a key part in ensuring the College continues to be a place where every student is valued, supported, and enabled to thrive academically, socially, emotionally, and spiritually.

B. LINES OF MANAGEMENT:

All staff members of Annandale Christian College are responsible to the Principal through an appropriate line of management. The Learning Enrichment Teacher (Secondary) reports to the Learning Support Co-ordinator and is responsible for the functions specified in this document.

C. RESPONSIBILITIES AND DUTIES

Note: This role description outlines the key duties and attributes of the position but is not exhaustive. Duties may be amended in consultation with the Principal to meet the evolving needs of the College.

1. Teaching and Learning

- Collaborate with teachers to design, deliver, and review inclusive, differentiated programs.
- Provide guidance on adjustments for diverse learners and quality differentiated practice.
- Support teachers in using Canvas, One Note, and ClickView for diverse learners.
- Build teacher capacity to maintain positive, inclusive classrooms with appropriate adjustments.
- Deliver workshops and provide resources on specific learning needs.
- Adapt unit plans for students working at different year levels.
- Assist teachers in creating adjusted learning resources.
- Partner with the Head of Curriculum on assessments and adjustments.

2. Student Support

- Support students with diverse learning needs across Years 7–12.
- Identify and respond to referrals; consult with students and parents/carers.
- Coordinate Student Support Plans and personalised adjustments.
- Strengthen College capacity to support complex needs across all disability categories.
- Teach students to effectively use assistive technologies.
- Implement MTSS, monitor interventions, and track progress.
- Contribute to enrolment processes by gathering and reviewing specialist reports.
- Submit and apply Advisory Visiting Teacher (AVT) recommendations.

3. Leadership and Support

- Mentor and advise teachers on inclusive practice and adjustments.
- Facilitate professional conversations and training in inclusive education.
- Use data to inform decisions that enhance academic and wellbeing outcomes.
- Support students with study, executive functioning, and self-regulation.
- Collaborate with the Wellbeing Team on student support.
- Work with Learning Support Coordinator to ensure a consistent P–12 vision.
- Manage Teacher Aide timetabling and administration.
- Coordinate with external consultants and Allied Health professionals.
- Availability and ability to attend and engage in Outdoor Activities e.g. camps.

4. Administration and Compliance

- Oversee Education Support Plans for students in Out of Home Care.
- Manage documentation and processes for NCCD compliance and reporting.
- Support teachers to meet responsibilities under the NCCD framework.
- Assist teachers with QCAA planning (CASE steps).
- Coordinate and submit AARA applications for NAPLAN and QCE.
- Manage QCIA pathways, including meetings, goals, portfolios, and submissions.
- Work with leaders and teachers to plan and implement QCIA curriculum and assessment.
- Attend student support and case management meetings.
- Complete reporting and administrative tasks efficiently and on time.
- Recognition and understanding of student protection requirements.

D. PERSONAL AND PROFESSIONAL QUALITIES

- A committed Christian, actively involved in a local church, who affirms the College's Statement of Christian Beliefs.
- Passionate about enabling students to reach their God-given potential.
- Collaborative, flexible, and supportive in working with staff, families, and students.
- Professional, approachable, and able to manage multiple responsibilities.
- Strong organisational and interpersonal skills including basic conflict resolution and negotiation skills that allow the applicant to engage positively with students, colleagues, parents and the wider community in a variety of contexts and situations.
- Awareness of one's own particular gifts or talents and an ability to mobilise these personal assets for the benefit of learners, colleagues and the community.

E. QUALIFICATIONS AND EXPERIENCE

- Registration (or eligibility) with the Queensland College of Teachers (QCT).
- Relevant tertiary teaching qualifications.
- Demonstrated knowledge of inclusive education, neurodiversity, differentiation, and disability standards.
- Experience supporting students with diverse learning needs, ideally in a secondary setting.
- Understanding of NCCD, AARA, QCIA, and the Disability Standards for Education.
- Knowledge of the Australian Curriculum, QCAA processes, and NCCD requirements.
- Experience in developing and reviewing learning and enrichment plans.
- Skilled in collaboratively planning and documenting adjustments.
- Demonstrated capacity to use and implement Learning Technologies to enhance student learning.

F. RESPONSIBILITIES FOR ALL STAFF

Occupational Health and Safety Obligations

- Know the procedures for dealing with issues of an emergency nature.
- Assist the College Executive team in identifying hazards in the workplace.
- Assist with the assessment of risks associated with identified hazards.
- Participate in the development and review of risk assessment management procedures.
- Ensure that, by the employee's individual actions, omissions, or negligence, they do not place themselves or other persons at risk of harm or ill- health in the workplace.
- Follow risk management procedures when undertaking tasks and projects.
- Follow the reasonable direction of supervisors.
- Not interfere with, or misuse, any device or equipment that has been provided as part of a risk management measure.
- Report as soon as practicable and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the College's capacity to ensure a safe and healthy workplace.
- Report as soon as practicable and without delay to supervisors any adopted matter that indicates that the risk management procedures are inadequate to control a risk.
- Report as soon as practicable and without delay to supervisors any incidents or near misses that relate to occupational health and safety.
- If requested, respond, and render assistance to any person who is working in the College who is suffering injury or illness.

Policies and Procedures

- Be familiar with and comply with all College Policies, Procedures and instructions as provided in various handbooks and Canvas courses.

Child Protection

- All suspected cases of Child Abuse are immediately reported as per the College's Child Protection Policy and Procedures.

G. VALIDATION

I, _____, understand the requirements, essential functions, and duties of my role/ position at ACC as outlined in this role description.

Employee Signature: _____

Date: ____ / ____ / ____

Principal Signature: _____

Date: ____ / ____ / ____

Purpose:	This position description and role/ responsibilities statement is used to clarify and make explicit the position of Learning Enrichment Teacher (Secondary)	
Scope:	For Annandale Christian College's Board, Officers, employees and students and parents.	
Version	2.0 August, 2025	
Status:	Current	Supersedes: Version 1.0
Authorised by:	Principal	Date of Authorisation:
References:		
Review Date:	Every year	Next Review Date: August 2026