



ANNANDALE
CHRISTIAN
COLLEGE

the Way, the Truth, the Life

Life & Learning through Christ

Engagement Facilitator (RTC)

<u>TITLE:</u>	Engagement Facilitator (RTC)
<u>APPOINTED BY:</u>	Principal
<u>RESPONSIBLE TO:</u>	Principal
<u>TEAM LEADER:</u>	Director of Student Wellbeing
<u>ROLE:</u>	To assist the Principal to achieve the College Vision and Mission Statement:

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.*

ROLE SUMMARY:

The Engagement Facilitator facilitates student reflection, collaboration, and support within the Responsible Thinking Classroom (RTC). The role enables teachers to focus on quality teaching by providing targeted intervention for students referred to the RTC, and by supporting staff with strategies for student engagement, behaviour, and learning.

The position contributes to a culture of pastoral care, learning, and wellbeing that is Christ-centred and consistent with the mission and Statement of Christian Beliefs of Annandale Christian College.

N.B. These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the College.

RESPONSIBILITIES AND DUTIES:

The Engagement Facilitator reports directly to the Director of Student Wellbeing, and fulfils the following specific functions (in collaboration with other staff as appropriate):

Student Support and Intervention

Facilitate reflective conversations with students referred to the RTC to encourage responsibility for behaviour and ownership of learning.

Assess the level of intervention required for each student, ranging from immediate re-engagement strategies through to longer-term support planning.

Collaboration and Case Management

Work collaboratively with teachers, Primary Curriculum Leaders, Deputy Principals, Heads of Department, Learning Support staff, the Wellbeing Team, and parents/carers to develop or update student support plans. Coordinate communication and ensure shared understanding of strategies to assist student growth and engagement.

Feedback and Professional Growth

Provide timely feedback to classroom teachers, curriculum leaders, and the Learning Support team to inform pedagogical practice.

Highlight areas for professional growth in differentiated planning, classroom management, and scaffolding of academic tasks.

Data and Reporting

Track and analyse RTC referrals to identify behavioural patterns, emerging needs, and opportunities for targeted interventions.

Provide reports to the Director of Student Wellbeing to support whole-school behaviour and engagement planning.

Teacher Support

Enable classroom teachers to remain focused on curriculum delivery by managing behavioural referrals effectively.

Provide practical strategies and encouragement to staff to enhance classroom culture and student engagement.

Wellbeing and Faith Formation

Contribute to the holistic wellbeing of students by offering Christ-centred care, guidance, and encouragement.

Model Christian values and support the faith formation of students in alignment with the College's Statement of Christian Beliefs.

Other Duties

Undertake additional responsibilities related to student wellbeing and engagement in line with skill set and experience as directed by the Director of Student Wellbeing or College Principal.

RESPONSIBILITIES FOR ALL STAFF – INCLUDING THIS ROLE

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 work place;
- 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 work place;
- 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.
- Be familiar with and comply with all College Policies, Procedures and instructions as provided in various handbooks and updated from time to time.
- Immediately report any suspected case of Child Abuse to the Principal.

Key Selection Criteria

The following items form the key selection criteria for the position.

Essential

- Demonstrated experience in student engagement, wellbeing, or behaviour support within a school or similar setting.
- Strong interpersonal and communication skills, with the ability to build rapport with students, staff, and families.
- Ability to facilitate reflective conversations with students and develop constructive support plans tailored to individual needs.
- Capacity to collaborate effectively with colleagues across different teams and contribute to coordinated approaches to student wellbeing.
- Alignment with the College's Statement of Christian Beliefs and a commitment to living out the Christian faith in community.

Desirable

- Experience in providing professional feedback to teachers or in staff coaching/mentoring.
- Knowledge of differentiated teaching strategies, behaviour support frameworks, and inclusive practices.

Godly Character

- have a personal faith and commitment to Jesus and openly affirm and practice the Christian faith
- have an involvement with a Christian church and a lifestyle consistent with the Bible.
- be fully committed to and supportive of the expansion of Christ-centred education and the

implementation of an integrated Christian curriculum within the College.

- be a mature Christian and have a sound understanding of the College's biblical worldview and be able to uphold and defend this worldview.

Students

- have the ability to adequately care for student welfare, applying discernment.

Parents

- be supportive of the ultimate responsibility which parents have toward the education of their children.

Personal Attributes

- Relational, compassionate, and approachable in working with students, staff, and families.
- Reflective and solutions-focused, with the ability to de-escalate situations calmly and constructively.
- Organised, proactive, and able to prioritise tasks effectively in a dynamic environment.
- Resilient and adaptable, with a commitment to continuous learning and professional growth.
- Committed to supporting the holistic development of students in a Christ-centred educational environment.

QUALIFICATIONS, MEMBERSHIP STATUS AND VISAS

- For teachers: Teaching qualification/s and QCT registration (not essential).
- For non-teachers: a valid Paid Working with Children Blue Card (P).
- Youth Mental Health First Aid (desirable)
- Ensure your Qualifications (e.g. First Aid/CPR), Membership Status (e.g. Blue Card or Queensland College of Teachers) and Visas (if you are not an Australian Citizen) are current and payment is up to-date.

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 Engagement Facilitator .	
Scope:	For Annandale Christian College's Board, Officers, employees and students and parents.	
Version	1.0, August 2025	
Status:	Approved	Supersedes: N/A (new position)
Authorised by:	Principal	Date of Authorisation: 20/08/2025
References:	V:\Executive Team\Role Descriptions\Engagement Facilitator RTC	
Review Date:	Every year	Next Review Date: August 2025