

# Student Support Coordinator

We are looking for a dynamic, creative, and passionate Student Support Coordinator who will work collaboratively across all areas of Cairns Hinterland Steiner School to ensure that all students with additional support needs are supported to access the curriculum. The role is one that must strictly uphold regulatory guidelines and reporting requirements, while also striving to exceed best practice.

The Student Support Coordinator FTE will be determined by negotiation and will commence as soon as the successful applicant is appointed and available.

## About Cairns Hinterland Steiner School

We are an independent school situated in Kuranda and offer education from Kindergarten to Class 8. We are a co-educational and non-denominational school offering the nationally accredited Steiner curriculum based on the educational insights of Rudolf Steiner.

We aim to support each individual child, with an understanding of their stage in childhood development, and with this understanding, we encourage each child's unique gifts and emerging potentials to unfold in a nurturing, imaginative and guided environment. We aim to create a place where goodness, beauty and truth permeate the pedagogical, physical, and social fabric.

*Cairns Hinterland Steiner School is committed to safe and supportive work practices and candidates will be subject to a teacher registration check, Blue Card screening, referee checks, identification verification and will be required to disclose any information relevant to the candidates' eligibility to engage in activities involving children. The school is committed to the care, safety and protection of all children attending the school. Our School is a place where children are nurtured and supported so that they can develop their latent capacities and grow into well-rounded human beings.*

## The position

The Student Support Coordinator leads our wonderful learning support team, and works closely with the Head of School, the Head of Teaching and Learning and our Wellbeing Coordinator across aspects of learning support, behaviour, and wellbeing. We are searching for a candidate with excellent communication and interpersonal skills and demonstrated Information Technology and reporting expertise.

Ideal candidates will have a commitment to Steiner Education and be able to offer professional development to teachers and parent education sessions where appropriate, as well as working alongside members of the leadership team to guide policy and direction within the school.

## Role Responsibilities

- Informing staff, students, families, and associates about available services.
- Planning for procurement of and access to, specialised equipment.
- Providing Professional Development to staff and Parent Education sessions.
- An extensive knowledge of the National Disability Standards, NDIS and NCCD and high-level skills in maintaining the accuracy of crucial data collections, including tracking and reporting to our leadership team.
- Managing timetables and coordinating staff to meet evolving student needs.
- Remaining informed about developments in the Student Support Space and guiding the best possible ways of delivering support.
- Working with teachers to develop Personalised Learning Plans, Student Adjustment Plans, and Therapeutic Support Plans and at times working within a team to develop Behaviour Support Plans, Individual Risk Management Plans and Wellbeing Support Plans.
- Working with parents and carers to support and guide them in their journey of supporting their children with additional support needs.

## Selection Criteria

- Fully registered Teacher (Queensland) with extensive experience in differentiation and teaching children with diverse learning styles and needs.
- Demonstrate a broad knowledge of evidence-based pedagogy and intervention programs. Give examples of how you have incorporated these into intervention programs.
- Demonstrate very high level written and verbal communication skills.
- Demonstrated understanding and experience working with NCCD and NDIS.
- Demonstrated high level of experience in record keeping and Information Technology.
- Be committed to ongoing individual and collaborative professional development in Education, including Steiner Education.
- Be responsible for maintaining positive relationships, with colleagues, parents/guardians and participate actively in the life of the school community.
- Demonstrated capacity to support and educate parents about primary education in Steiner schools.
- Demonstrated understanding of issues relevant to the development of the child in the primary years.
- Demonstrated strategies for improving the learning outcomes of students across a range of year levels.
- Previous experience in Steiner Education is preferred.

To apply, email your resume and a covering letter that addresses the selection criteria (max 5 pages) to [hradmin@chss.qld.edu.au](mailto:hradmin@chss.qld.edu.au) please include copies of any relevant documentation (qualifications, teacher registration, referees, etc). Applicants will also be required to supply the names of 3 professional referees.

Applications close: 8am, Monday, 24 June 2024 unless a suitable applicant is appointed sooner.