

Emmanuel
COLLEGE



Senior School Teacher
Learning Support

Employment Package

Fixed Term Contract – Part Time 4 days per week
01 January – 31 December 2026





VISION

*A caring Christian community
inspiring intelligent, hopeful
engagement with our world*

PURPOSE

Because the world needs people
of good character who pursue truth



Senior School Teacher – Learning Support

Offering outstanding culture, conditions and facilities, Emmanuel College is a multi-denominational school, valued by the Gold Coast community for its strong commitment to achieving academic excellence within a framework of thoughtful, intelligent and vibrant Christian faith. We enjoy a reputation as an outstanding school of character and leadership development.

We are looking for a self-motivated and engaged Senior School Teacher to join our Learning Support Program. This is a 4 day per week Role – Monday, Tuesday, Wednesday and Friday – teaching Years 8-9 small group classes, support for English and Humanities curriculum

The candidate requires current registration with the Queensland College of Teachers and experience in learning support.

This is a one-year contract for 2026.

Employment Package

We seek candidates who are prepared to commit wholeheartedly to the values and ethos of the College. The selection criteria listed below will be critical to the selection process. Please address these criteria in detail. No more than half a page per criterion. An application without a response to the Selection Criteria will not be considered.

How to Apply

1. **Address the Selection Criteria**, limiting your responses to no more than half a page per criterion.
2. **Complete the online Application Form**
3. **Attach a copy of your resume and cover letter.**

Selection criteria are based on the essential requirements of the position and assess commitment, understanding, attributes, attitudes and values, particularly as they relate to students. They promote fair processes and equal opportunity and set the standards which will be used to measure suitability. These standards will be fair, objective and measurable. See below for the Criteria.

Selection Criteria

Please include examples or scenarios and experiences to prove capacity and skills referred to below:

1. Selection Criteria 01

An outline of your teaching experience in learning support in a senior school setting.

2. Selection Criteria 02

Please provide a statement of the ways you might see Christianity being incorporated into daily routines and experiences.

The application close date is 5:00pm 9th January, 2026.

Applications will be acknowledged via automated reply. Short-listing is undertaken by members of a selection panel. Only short-listed candidates will be interviewed. The interview will consist of a series of questions, based on determining the capacity of the applicant to undertake the position. Applicants will be given the opportunity to explain and expand upon the information provided in their application. All short-listed applicants will be notified of the outcome of the interview. Copies of qualifications and proof of identity will be required upon appointment.

Remuneration is in line with the Emmanuel College Collective Workplace Agreement. Emmanuel College currently pays *12% superannuation*.

Please direct any enquiries to HR Office, Emmanuel College at hr@emmanuel.qld.edu.au

Position Description

Position Purpose and Overview

The Learning Support Teacher supports the academic, social, emotional, and spiritual growth of students in our Senior School who require additional learning assistance. Working collaboratively within a Christian learning community, the role identifies student needs, implements evidence-based strategies, and ensures adjustments are made so all students can meaningfully engage with the curriculum. The position contributes to the development of individualised learning plans, supports differentiation in classroom settings, and partners with staff and families to ensure that each learner is valued and supported to reach their potential.

Accountability & Reporting Lines

This position reports directly to the Head of Learning Support and ultimately to the Principal.

Occupational Requirements & Qualifications

The successful applicant must:

- Have current QCT Registration
- Meet the requirements of the QCT and AITSL Standards
- Have experience in learning support in a Senior School setting.

Personal Attributes

Every College employee must demonstrate a personal faith and commitment to Jesus Christ and are to be regularly involved with a local Christian Church. Traditional Christian values must be lived out and exhibited daily, showing consistency with our College Statement of Faith.

The successful applicant must:

- Be a regular attendee of a local Christian church.
- Be willing and committed to know the College and support the mission and vision.
- Be committed to the role and fully understand the desired outcomes.
- Have a passion for teaching and supporting young people with diverse learning needs.
- Have a collaborative, flexible and creative approach to work
- Have a commitment to building positive relationships and contributing to a supportive school culture.
- Be a reflective practitioner, committed to ongoing learning and improvement, accepting constructive feedback and pursuing personal development opportunities.

Skills & Competencies

- Demonstrated experience in learning support at a senior school level.
- An understanding of the philosophy of Christian Education and ability to translate it into practice in the classroom, playground, office and staffroom.
- Strong communication, interpersonal and classroom management skills.
- A demonstrated understanding of current educational trends.
- Ability to plan (and regularly evaluate) an interesting, sequential, developmental and enjoyable teaching programs tailored to diverse learners.
- Ability to establish and maintain positive and consistent classroom management
- Ability to identify and support students with learning difficulties.
- A commitment to the Christian ethos, values and mission of the College.
- Competency in the use of Microsoft Office products and willingness to become familiar with other software, hardware and technology in common use throughout the College.

Duties and Responsibilities:

Teaching and Learning

- Support Senior school students with disabilities, both in class and across a broad range of subject areas and including teaching small groups.
- Plan, prepare, and deliver effective learning programs and teach literacy skills in accordance with curriculum requirements.
- Establish good working relationships with parents as well as external agencies and professionals such as Speech Pathologists, Psychologists, Occupational Therapists, AVT's etc.
- Ensure that students with disabilities (SWDs) are supported on excursions and camps.
- Conduct and report on specialised testing for students of concern, and advise HOD Learning Support, teachers/ parents.
- Provide academic assistance including testing, screening and consistent assessment of group and individual learning support students.
- Guide teachers of 'students with a diagnosis' (SWD) to help them understand how particular disabilities impact on student learning, and assist in providing suitable strategies, resources etc.
- Support teachers in parent teacher meetings, as requested.
- Research and remain up to date with new information and resources relating to best practice for students with disabilities, behaviour management and school expectations.
- Create a safe, supportive, and engaging classroom environment that encourages student participation, collaboration, and creativity.
- Use a range of teaching strategies, technologies, and assessment tools to support diverse learning needs.
- Monitor and assess student progress, providing timely feedback to students and parents.
- Integrate Christian worldview principles into teaching and learning where appropriate.

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Pastoral Care

- Provide oversight and care for the wellbeing of students, recognising and responding to individual needs.
- Build rapport with students and foster a supportive learning environment that aligns with the College's pastoral care framework.
- Communicate effectively with parents and caregivers when supporting student wellbeing or learning needs.

Education Adjustment Program (EAP) and Nationally Consistent Collection of Data (NCCD)

- Assist the Head of Learning Support in maintaining EAP process as per Independent Schools Queensland (ISQ) requirements.
- Liaise with outside agencies and professionals such as Speech Pathologists, Occupational Therapists, Psychologists and AVT's regarding the specific needs of students.
- Develop, monitor and update outcomes-based Individual Education Plans (IEPs).
- Assist the Head of Learning Support with the Nationally Consistent Collection of Data (NCCD) process.

Administration

- Provide one-on-one support to students with disabilities in accordance with their needs; this includes scribing when required, providing assistance during tests, assistance with toileting (if necessary), computers, library, meals, sport and swimming etc.
- Locate, update and maintain Learning Support resources.
- Be familiar with and meet the expectation of the Disability Standards of Education (2005) and The Disability Discrimination Act (1992)

Development – Professional and Other

- Engage in ongoing professional learning particularly in Learning Support.
- Work collaboratively with colleagues to share expertise and contribute to faculty goals.
- Participate in required staff meetings, training, and compliance activities.
- Comply with all College policies and QCT/AITSL Professional Standards
- Demonstrate a commitment to ongoing personal growth and professional development, including in information technology, by diligently undertaking courses and learning opportunities provided or required by the College, as well as through personal initiative.

Co-Curricular and College Involvement

- Attend in-service courses and out of hours school functions as required by the College.
- Contribute to broader school initiatives, events, camps, excursions, worship services, and community activities that contribute to the student experience.
- Build positive relationships within the school community and model Christian values in all interactions.

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Other Responsibilities

- Attend Principal's Briefings and conduct Parent/Teacher Meetings and interviews
- Maintain confidentiality of school matters
- Be aware of and adhere to the requirements of the Child Protection Policy, College Work Health & Safety and other College policies and procedures.
- Perform all other reasonable duties in line with this role as directed from time to time.

Child Protection

The College supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students. We expect all staff and volunteers to share this commitment by:

- Being informed of their responsibilities in relation to child protection including, but not limited to, all Child Protection training and being familiar with the Child Protection Code of Conduct
- Adhering to all legislative requirements and related College Policies
- Immediately reporting any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or visitors to the College, to abide by the duty of care to protect students and staff from harm, from self or others.
- Be diligent and punctual with playground and rostered duties, and other school timelines

Work Health and Safety

To comply with WHS legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and colleagues by being proactive in their duty of care. This includes, but is not limited to:

- Carrying out work practices in accordance with current WHS standard
- Complying with and being supportive of all WHS requirements and initiatives as published on Schoolbox
- Following all safety procedures and instructions
- Identifying and reporting any hazards or safety issues to the College WHS Officer or designated representative
- Reporting all accidents and incidents involving students
- Completing and submitting risk assessments as required
- Ensuring that no equipment, materials, appliances or chemicals are brought to the College which do not meet the required safety standards, including being tested and tagged and included in the relevant register
- Ensuring that no third-party workers, contractors or volunteers are engaged without having notified the WHS officer and ensured the completion of all required checks and documentation
- Undertaking all WHS training as required.

The Duties and Responsibilities are as the position is envisaged at the time of appointment. The College reserves the right to alter emphases and balances from time to time depending on circumstances.



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Information Collection Process

In applying for this position, you will be providing Emmanuel College with personal information. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information to assess your application. You agree that we may store this information for up to six months. The College may hold the personal information provided by you in paper copy and/or digitally.

Safeguards are in place by way of locked storage and pass-worded access to computer records to prevent loss, unauthorised access, modification, misuse or disclosure. You may seek access to your personal information that we hold about you if your application is unsuccessful. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for up to twelve weeks. The College is entitled to believe that all information provided or implied in an application for employment is accurate, genuine and not misleading. Qualifications declared or implied are expected to be genuine and must be supported by documentary evidence. Subsequent discovery of any fraudulent dealing, or intention to mislead, during the application or appointment process will provide sufficient grounds for immediate termination of contract, regardless of when that discovery may occur.

We wish you all the best with your application.

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