

Role Description – Learning Enrichment Coordinator

Position Title	Learning Enrichment Coordinator (Fixed Term, 12 Months)
Reports to	Primary School Director and School Director
Faculty	Whole School (Early Childhood, Primary, and High School)
Level	Dependent Upon Experience. Plus Coordinator Allowance of \$3,890 per annum pro rata.
Commencement Date	Immediately
Applications close	Friday 27 February 2026
Key relationships	School Director, Faculty Directors, College of Teachers (CoT), Learning Enrichment Team, Wellbeing Officer, Staff, Students, Parents, and external agencies

About Us

Nestled on 20 acres of stunning bushland and vibrant gardens in the tranquil Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School (SVSS) offers a unique and vibrant educational journey for children from preschool through Class 12.

As Queensland's largest Steiner school, we bring the richness of an independent education inspired by Rudolf Steiner's philosophy to life, and thoughtfully meeting Queensland curriculum requirements. Here, students experience a holistic, inspiring approach that ignites curiosity, resilience, and a love for learning.

With a passionate faculty, a supportive community, and modern facilities harmonised with nature, SVSS is dedicated to nurturing well-being and resilience in every child. We strive to cultivate compassionate, capable individuals who are ready to make a thoughtful impact in the world.

If you share our commitment to inspiring young minds and fostering a love for learning, we invite you to join us in making a meaningful difference.

The Role

We are seeking a passionate and experienced Learning Enrichment Coordinator to lead and support our Learning Enrichment Team on a 12-month fixed-term contract.

This position plays a key leadership role in ensuring that every student at SVSS can access their education in a way that honours their individuality, development, and unique learning needs. The Learning Enrichment Coordinator works collaboratively with teachers, aides, and leadership to implement inclusive, responsive, and holistic support strategies across Early Childhood, Primary, and High School.

Your contribution

You will make a significant contribution to the life of our school.

Your key accountabilities will include

Leadership and Coordination

- Coordinating and supporting the Learning Enrichment Team through rosters, mentoring, meetings, and professional guidance.
- Providing professional expertise to teachers and aides on strategies for supporting diverse learners.
- Observing classroom practices and providing feedback to enhance student engagement and aide effectiveness.
- Fostering a collaborative, compassionate culture grounded in Steiner pedagogy and child development principles.

Student Support and Intervention

- Developing and implementing comprehensive support plans that respond to the academic, social, emotional, and physical needs of students.
- Working closely with teachers, aides, and parents to design tailored adjustments that promote access and inclusion.
- Providing advice and adjustments for students during camps, assessments, and special circumstances (including NZCSE and NAPLAN).
- Conducting classroom observations and assessments to identify learning needs and inform intervention planning.

Administration and Compliance

- Coordinating annual NAPLAN assessments including logistics, adjustments, and supervision.
- Leading NCCD processes—collating documentation, coordinating evidence, and maintaining records.
- Maintaining accurate, confidential records of support plans, funding, and grant applications.
- Staying current with legislative requirements and standards (Child Protection, Disability Discrimination Act, NCCD).

Collaboration and Professional Practice

- Building and maintaining strong relationships with parents, colleagues, and external professionals to ensure wraparound support for students.
- Assisting the Enrolments and Leadership Teams with pre-enrolment meetings where learning adjustments may be required.
- Participating in professional networks to share best practice and enhance learning enrichment across the broader Steiner education community.

- Supporting staff development and peer learning through mentoring, modelling, and professional dialogue.

What we are looking for

For this role, we will consider how well you:

- Demonstrate a deep understanding of Steiner pedagogy and child development principles.
- Have experience leading inclusive education programs across multiple school phases.
- Possess strong interpersonal and communication skills to build trust and collaboration with staff, parents, and students.
- Exhibit high-level organisational and administrative capability, particularly with NCCD and assessment processes.
- Model empathy, flexibility, and professional integrity in all interactions.
- Hold appropriate teaching qualifications and registration with the Queensland College of Teachers (QCT).

Mandatory requirements

All staff must adhere to the policies and guidelines of Samford Valley Steiner School, including the Code of Conduct, Risk Management, and Health and Safety procedures.

Staff are expected to:

- Take reasonable care to protect their own health and safety and that of others.
- Immediately report any incidents, hazards, or near misses to their supervisor.
- Actively contribute to maintaining a safe and supportive environment for all members of the school community.

Interested in applying?

To enable us to assess your merit, your application should include:

- Your current resume.
- A brief letter (1 -2 page) telling us why you are interested in this role. This should not be a restatement of your resume and does not require you to

respond to each of the key capability areas; it is also your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it)

Conditions and benefits of the role

Your employment experience with us will include work-life balance with flexible working options, competitive salary and benefits (including up to 12.75 per cent superannuation contributions by your employer and generous leave loading), generous leave entitlements, career progression opportunities and the chance to make a difference to the lives of students.