

Position Description: Student Services Advisor

Position Details

Position	Student Services Advisor
Team	Student Services
Reports to	Student Services Manager
Direct reports	None

Position Summary

The Student Services Advisor will work in a multi-disciplinary team that supports the strategic directions of Independent Schools Queensland with a focus on providing professional learning and advice to schools to help schools support students with diverse learning needs within an inclusive education framework, including students with disability, students identified as gifted and talented or students with learning difficulties and supporting effective wellbeing initiatives in schools.

The Student Services Advisor will have experience in the development and implementation of appropriate adjustments to support education outcomes for students with diverse learning needs, in a school or schools. The Student Services Advisor will work closely with other members of the Student Services team, in curriculum adjustments, pedagogical, instructional and environmental adjustments to support students with diverse learning needs, including disability and strategies to enhance the quality and consistency of the annual Nationally Consistent Collection of Data on School Students with Disability (NCCD) and evidence-based approaches to enhancing wellbeing.

Relationships

Key internal relationships	Education Services, Communications, Events, eLearning and School Services
Key external relationships	DoE, QCEC, QCAA, Headspace, Be You, Ed-LinQ

Responsibilities

The position is responsible for, but not limited to:

The Student Services Advisor is responsible for, but not limited to:

1. Providing information and advice via phone, email or online Teams consultations to ISQ Management, committees and to member schools on services, trends and issues in relation to wellbeing issues and support for



students with diverse learning needs.

2. Supporting the development of innovative educational projects with a focus on wellbeing and supporting students with diverse learning needs and implementing them in member schools.
3. Organising and facilitating professional learning activities for key independent school staff in relation to differentiation, personalised learning and support for students with diverse learning needs, the NCCD and other disability or wellbeing topics as required.
4. Participating in school-based reviews and audits including reviews to enhance schools' support for students with diverse learning needs and wellbeing
5. Facilitating networking and collaboration with other key ISQ staff, between member schools including, where appropriate, school leaders, teachers and support staff to enhance delivery of services and support to schools for students with diverse learning needs or wellbeing initiatives.
6. Representing ISQ on committees and working parties associated with wellbeing and students with disability as required.
7. Preparing briefings, reports and submissions on relevant issues impacting on independent schools and contributing to ISQ publications and communications.
8. Developing on-line learning modules for teachers as needed
9. Maintaining the accuracy and currency of relevant ISQ online learning courses and online member information portals.
10. Supporting schools to access funding in the National School Wellbeing Program.
11. Supporting schools to meet requirements of the Commonwealth NCCD evidence collection, including quality assurance.
12. Any other duties as reasonably required.

Requirements

Knowledge and experience

- Extensive experience working as part of a school team, developing, implementing and evaluating adjustments to support the educational outcomes of students with diverse learning needs, including those with disability

OR

- Experience working in an education sector position providing advice to schools about effective support for students with diverse learning needs, including those with disability



	<ul style="list-style-type: none">• A thorough understanding of the NCCD highly desirable
Qualifications and licenses	<ul style="list-style-type: none">• Possession of a teaching qualification
Skills and attributes	<ul style="list-style-type: none">• High level communication and interpersonal skills• Ability to work as part of a team• Ability to prepare comprehensive reports• Ability to liaise and consult effectively with a range of schools, stakeholders and partner agencies• Ability to provide advice and support to ISQ's executive team

APPROVED BY: CEO
DATE: