

Therapy Coordinator School

Team	AQ School
Location	Brighton, Brightwater, Cairns, Mackay, Rockhampton and Sunnybank Hills
Manager	School Principal

Purpose

The purpose of this position as Therapy Coordinator – School is to contribute to the overall leadership and ensure provision of quality interdisciplinary therapy supports and approaches within the school focused on educational outcomes.

Responsibilities

- Plan, deliver and report on school strategic goals, improvements, and compliance priorities
- Maintain currency of knowledge of practice, Nationally Consistent Collection of Data Students with Disability (NCCD), and Non-State Schools Accreditation relating to compliance and evidence informed practice, communicating changes to the AQ School Leadership Team and leading teachers and therapists to develop and implement personalised learning plans
- Work collaboratively as a member of the School and broader AQ leadership team, including the Practice Excellence Panel to establish and maintain stakeholder relationships, disseminate information and investigate and implement innovative evidence informed therapy approaches and improvements responsive to the needs of autistic students.
- In consultation with the leadership team, lead and support the school therapy team to ensure timely development and implementation of universal, school-wide, evidence-based and targeted strategies for students
- Support recruitment, induction, training and development, of the School therapy team, providing direct management of an interdisciplinary team

- Attend, actively participate and lead team and staff meetings (some after hours) and team development days including the facilitation of professional development activities as directed by the school leadership team
- Perform delegated tasks to support daily campus operations including assigning resources such as relief staff, playground duty and supervision as timetabled or required
- Practice as a Senior Professional in relevant discipline (minimum 0.1 FTE), providing high quality, evidence-based, therapy supports

Key Performance Indicators (KPIs)

- School therapy services are delivered in alignment with AQ values, the AQ School Educational Program, NCCD requirements, professional standards, Autism Queensland Practice Excellence Panel and policies and procedures
- Effective leadership, development and performance management of service team is evidenced by team performance, productivity and client outcomes
- Efficient operational processes are developed, documented, implemented and communicated to relevant stakeholders
- Timely and professional facilitation and/or delivery of professional development and resourcing support for all School team members
- Promotion of positive student outcomes and enriching learning experiences for students
- Professional internal and external working relationships are developed as relevant
- Reports and input for service delivery, submissions, audit and performance reports are provided as required and on time

Requirements

Qualifications:

- Tertiary qualification in Speech Pathology, Occupational Therapy, or Psychology

Experience:

- Relevant professional experience within an educational setting
- Ideally experience within a leadership or coordination role

Skills knowledge & capabilities:

- Demonstrated ability to deliver evidence-based services in the field of autism
- Demonstrated ability to lead in the development, implementation and evaluation of programs and or therapeutic practices
- Demonstrated ability to communicate effectively with professionals and other stakeholders, both verbally and in writing
- Proficiency in preparing and maintaining accurate records, reports and data, aligned with performance indicators and milestones
- Proven ability to work autonomously under direction and collaboratively as a member of a team.
- Demonstrated understanding of and commitment to the Purpose of Autism Queensland, and to working with and supporting AQ School students, families and staff
- Highly effective time management and organisation skills to manage the development and delivery of services

Additional requirements:

- Capacity to work occasional outside of standard business hours to deliver services and supports relevant to the service
- Current membership, registration or eligibility for registration with the relevant Professional Board or Association in Queensland
- Blue Card (WWCC paid workers)
- Current open driver's license

- Current, recognised Provide First Aid including Provide CPR qualification
- Certificate of Completion in NDIS Worker Orientation Module “Quality Safety and You”.

Last Reviewed

10/09/2025