



Job Title:	Learning Enrichment (LE) Coordinator (PK–12)
Reports To:	Head of Learning Enrichment
Direct Reports:	Learning Enrichment – Teachers and LE Learning Assistants
Section of School:	ELC, Primary and Secondary
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary	The Learning Enrichment Coordinator (PK–12) is responsible for coordinating the day-to-day operation of Learning Enrichment services across the campus. The role supports the implementation of Learning Enrichment programs, interventions and processes, including learning support, enrichment and extension. Working closely with teachers, families and external agencies, the Coordinator supports consistent delivery of student support, documented plans, interventions, compliance requirements and funding processes.
Key responsibilities and tasks:	Operational leadership • Coordinate the day-to-day operation of Learning Enrichment services, programs and supports across the campus. • In collaboration with the Head of Learning Enrichment, coordinate the development and review of Learning Adjustment Plans (LAPs), Individual Education Plans (IEPs) with relevant stakeholders. • Coordinate the allocation and deployment of Learning Enrichment staff and resources to support student needs and ensure continuity of learning support. • Coordinate NCCD processes, AISWA funding applications and associated documentation to meet compliance and funding requirements. • Coordinate the implementation and review of Learning Enrichment interventions and programs to support identified student needs.



	Pedagogical Development • In collaboration with the Head of Learning Enrichment, Deputies, HOLAs, teachers ensure the standard requirements of the School in the areas of compliance, data analysis and curriculum are met • Support the implementation of initiatives that improve learning outcomes for students from PK–12. • Support and collaborate with the Head of Learning Enrichment when reviewing Learning Enrichment Teachers (AITSL Standards) reviewed through evaluation and goal setting process. • Support staff to engage in reflective practice and continuous improvement. • Support teaching staff in implementing effective Learning Enrichment practices and strategies • Additional duties as required from time to time at the direction of the Head of Learning Enrichment. Governance • Monitor the quality and consistency of interventions, documentation, and compliance processes across the Learning Enrichment team, providing feedback and support as required. • Ensure accurate and timely collection, analysis, and reporting of student progress and NCCD data, and support the Head of Learning Enrichment in preparing required reports for leadership and external agencies (e.g. AISWA). • Support the Head of Learning Enrichment in compliance processes and documentation to support legislative, regulatory and school requirements. • Support the Head of Learning Enrichment in monitoring expenditure and provide recommendations to support effective resource allocation.
Key Performance Indicators	• Demonstrate professionalism, effective communication and positive relationship-building with students, teachers, families, staff and external stakeholders. • Demonstrate a commitment to inclusive education and continuous professional growth. • Meet professional standards (AITSL) at a level that reflects this leadership position. • Exercise professional judgement to ensure that all documentation and communications reflect the School's ethos, values and professional standards. • Demonstrate a proactive commitment to workplace health and safety and contribute positively to the School's safety culture. • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values. • Reflect the Christian culture of the School.



Selection Criteria:

Education and Training

- Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBW)
- Current Working with Children Check
- Experience and /or qualifications in inclusive education (preferred)

Professional experience

- Demonstrated ability to coordinate teams, manage competing priorities and implement Learning Enrichment initiatives.
- Demonstrated knowledge of NCCD requirements and AISWA funding processes
- Demonstrated experience working with a range of students with diverse needs.
- Demonstrated skills and experience in implementing and evaluating curriculum and intervention programs.
- Exemplary communication, negotiation and problem-solving skills, with demonstrated experience resolving complex matters involving students and families.
- Demonstrated knowledge and application of SCSA policies, procedures and requirements
- Demonstrated experience developing and reviewing documented plans
- Demonstrated ability to lead and mentor staff
- Demonstrated knowledge of contemporary educational issues, research and directions in inclusive education including extension.

Personal attributes and values

- Experience in, and a willingness to contribute to, the school's camping, retreat and extra- curricular programs.
- Willingness to positively and actively contribute to the Christian culture of the School.
- Demonstrated commitment to promoting a positive safety culture and ensuring compliance with the School's Safety and Wellbeing policies, procedures and programs.

I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOC – September 2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2026	Sept 2028	People & Culture	Reviewed	HOC Carramar
3	Sept 2025	Sept 2026	Anna Cathcart	New	HOC Duncraig, Carramar & Principal
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO