



Position Description

Position Details

Position Title	In-Class Support Officer – Literacy / Numeracy
Department/s	Enrichment Centre
Reporting to	Enrichment Centre and Learning Support Coordinators
Key Liaisons	Enrichment Centre and Learning Support Coordinators, Enrichment Teacher, Subject Coordinators and Teachers, Students
Employment Type	Subject to Contract
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2024</i> School Officer Award Level 2 (\$67,000 - \$78,000 full-time salary range)
Last Review Date	January 2026

Our School

Hillbrook is a co-educational school of approximately 900 students from Years 7-12, established in 1987. The School is growing over the next two years with up to 1,008 students by 2028. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Dean of Student Wellbeing, Dean of Teaching & Learning, and the Business Manager.

The Role

Learning Support at Hillbrook is based around an inclusive model and delivered by informed and conscientious classroom teachers and support staff. For some students who require additional support beyond the teacher and classroom – Hillbrook students are supported through the Enrichment Centre. The aim of the centre is to facilitate access to the mainstream curriculum for students with additional learning and/or social emotional needs from Years 7 – 12.

Our students are encouraged to adopt a growth mindset and staff aim to build capacity not dependency. The team currently consists of a full-time Department Coordinator, a full-time Learning Support Coordinator, a part-time Enrichment Teacher, and a team of In-Class Support Officers each with a primary focus on either Literacy or Numeracy.

Key Responsibilities

In-Class Support Officer responsibilities include but are not limited to:

- providing administrative support, as requested, to the Enrichment Centre teachers to help ensure the effective operation of the Enrichment Centre
- assisting students learning within the classroom, either individually or in small groups, to help improve organisational skills, literacy skills and numeracy skills
- working collaboratively with classroom teachers to create the best outcomes for students, and reporting observations and feedback on progress or concerns
- supporting students to assist with their understanding of criteria sheets; research and note-taking skills; and with planning assignments
- following up and providing support to students on their progress with assessments or other tasks through to completion and liaising regularly with classroom teachers
- complying with Work Health and Safety and duty of care requirements, including hazard and incident reporting and proactive management of facilities and equipment safety
- other duties within the scope of qualifications and experience as required by the Enrichment Centre Coordinator, classroom teachers or the Principal from time to time
- comply with Work Health and Safety obligations to take reasonable care for the health and safety of self and others in the workplace and follow reasonable instructions and/or policies

Competencies

1. Qualifications and Certifications

- Certificate level III in Education Support
- University students currently studying Education (Secondary), preferably in the Mathematics Discipline area
- Mandatory possession of or eligibility for a 'Working with Children' Card

2. Knowledge and Experience

- Demonstrated teacher aide / in-class support position (highly regarded)
- Literacy and numeracy skills to support students to access subject content in Years 7 – 9, and a willingness to maintain ongoing currency
- Practical understanding of workplace health and safety principles applicable to a school environment and hazard and incident reporting
- Knowledge and experience with the entire Microsoft Office Suite and TASS

3. Competencies and Skills

- Genuine passion for promoting inclusion and in-class support for secondary students
- Demonstrated initiative, motivation, and organisation with the ability to work unsupervised, manage competing priorities, and meet operational demands
- Excellent interpersonal and professional communication (both written and verbal) skills to effectively collaborate with staff and students in a professional manner
- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner



Conditions, Entitlements and Benefits

- Ordinary hours of work are between 8:30am to 3:30pm, Monday to Friday. School term-time only (enjoy holiday periods).
- Annual leave accrues at 20 days per annum pro-rata and includes a summer holiday leave loading.
- Personal leave accrues at 10 days per annum pro-rata.
- *Queensland Anglican Schools Enterprise Agreement 2024* – School Officer Award Level 2 (\$67,000 - \$78,000 full-time salary range).
- Employer superannuation of 12.75% (above the required 12% superannuation guarantee contribution) paid in addition to salary.
- Access to Professional Learning and catered Professional Development days.
- Wellbeing initiatives including staff morning teas, end of term lunches, coffee club and staff social club.
- Inner-north suburb of Enoggera, with free on and off-site parking and public transport nearby.

Application Process

The closing date for applications is **Monday, 16 February 2026**.

In your application, please include the following:

- A cover letter including personal details and why you are interested in the role.
- A resume highlighting experience relevant to the position.

All applications should be addressed to the Business Manager, Bronwyn Jones, and submitted through our website: <https://www.hillbrook.qld.edu.au/work-with-us/>

The Principal reserves the right to fill the position by invitation or to re-advertise the position. Short-listed applicants will be contacted by the School in order to arrange an interview.