



**BAIRNSDALE  
CHRISTIAN  
COLLEGE**



# **Education Support Coordinator**

Dear Applicant,

Thank you for taking the time to provide us with your application for our Education Support Coordinator position at Bairnsdale Christian College.

Please read the following information carefully before you submit an application to get to know our school and our culture as you consider a position at BCC. We appreciate your consideration of this position and will be pleased to receive your application.

Should you require more information regarding the College and/or the application process, please do not hesitate to contact the college on (03) 5153 0079 or by emailing us at [admin@bccs.vic.edu.au](mailto:admin@bccs.vic.edu.au).

May God bless you as you seek His will and His direction.

Blessings,

Mr Brett Maxwell  
Acting Principal

## Vision Statement

Our College is a vibrant community partnering with parents to educate, nurture and equip their children to the highest standard so they shine wherever they are, discovering their unique gifts and serving God significantly and passionately in a complex world.

## Mission Statements

Bairnsdale Christian College is a vibrant community partnering with parents to educate, nurture and equip their child to the highest standard so they shine wherever they are, discovering their unique gifts and serving God significantly and passionately in a complex world.

## Value Statements

Love, Wisdom, and Integrity are our College's key values and are woven throughout the life of the College from curriculum to the playground, from the boardroom to the classroom.

# BCC VALUES

## LOVE

The love of God, people and the environment is demonstrated in the choice to value each individual; being supportive and encouraging of others' and placing their needs above one's own.

## WISDOM

The ability to discern and interpret life from a Biblical perspective, to pursue their personal best, develop Godly character and value others' ideas.

## INTEGRITY

Honouring the Godly principles of honesty, dependability, personal responsibility and developing strong morals.

# Teaching Staff Application Form

Position Applying For:

Section 1. Personal Details					
Given name/s:		Surname:		Title	
DOB:		Email:			
Preferred Contact Number:		Alternate Contact Number:			
Street Address:					
Where did you see the position advertised?					

Section 2. Pre-Employment Criteria	
<ul style="list-style-type: none"><li>Are you currently registered with the Victoria Institute of Teaching?</li></ul>	Yes No Full Provisional <input type="text"/>
<ul style="list-style-type: none"><li>If yes, please provide your VIT registration number:</li></ul>	
<ul style="list-style-type: none"><li>Are you currently a registered teacher in another state?</li></ul>	
<ul style="list-style-type: none"><li>If yes, please provide your registration number: State of registration:</li></ul>	Yes No <input type="text"/> Full Provisional

## Section 3. Supporting Documentation

With the Teacher's Application Form please include any supporting documentation. This may include:

- Cover letter explaining your suitability for the role and how you can contribute to the culture of the College.
- Response to the key selection criteria (no longer than five pages – refer to the Position Description)
- Curriculum Vitae
- Tertiary transcript of results, degrees, diplomas or other professional qualifications
- Further study certificates & transcripts (eg. First aid, Food handling, Life Saving etc)



## Statement of Faith

Bairnsdale Christian College believes in having Christ at the center, holding all we do together and giving it purpose and reason. Our Christian culture is captured in our stories, our interactions, processes, mission, and values. Our curriculum is shaped from an understanding that this is all part of God's bigger narrative. We are revealing God in the story and showing how He shapes and guides the world we live in.

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration of the Holy Spirit is essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **Please sign:**

**On the basis of the information provided above, I hereby apply for a Teaching position. I am in full agreement with the Statement of Faith as set out.**

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Applicants Signature

Date

## Section 5. Referees

Please provide contact details of at least three referees; two must be professional referees and one must be your current minister/pastor.

### Professional Referee #1

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

### Professional Referee #2

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

### Current Pastoral/Ministerial Referee

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

## Section 6. Declarations

I declare that all the information given in and provided with this application is true and complete to the best of my knowledge.

Name:		Date:	
Signed:			



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admin@bccs.vic.edu.au 

www.bccs.vic.edu.au 

## Teacher – EDUCATION SUPPORT COORDINATOR

### POSITION IDENTIFICATION

**Title:** Education Support Coordinator

**Location:** Bairnsdale, 3875

**Hours:** Full Time (preferred)/Part Time - negotiable

**Reports to:** Principal

### 1. MINIMUM QUALIFICATIONS

- Bachelor of Education
- Current Victorian Institute of Teaching registration

### 2. CHILD SAFETY STATEMENT

Bairnsdale Christian College has a zero tolerance for any form of child abuse. We believe **ALL** children are fearfully and wonderfully made. Therefore, we are committed to promoting and providing a child safe environment where children and young people are safe, feel safe, and their voices are heard.

We value and support diversity, inclusion and equality and are committed to promoting cultural safety for all children. Every person involved in Bairnsdale Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### 3. PURPOSE

The Education Support Coordinator will lead/work collaboratively with the Education Support team in supporting students experiencing difficulty in learning, providing access to the curriculum by supporting their classroom learning.

The Education Support Coordinator will work with classroom teachers to develop within students, strategies and skills necessary to foster learning, independence and confidence, to facilitate ongoing progress and the attainment of optimal educational outcomes

### 4. SELECTION CRITERIA

1. Demonstrated experience in responding to student learning needs.
2. Demonstrated experience in monitoring and assessing student learning using data to inform teaching practice.



3. Demonstrated experience in providing timely and continuous feedback on student learning growth and achievement to students and teachers.
4. Demonstrated interpersonal and communication skills.
5. Demonstrated experience in establishing and maintaining collaborative relationships with students, parents, colleagues, and the broader school community to support student learning, agency, wellbeing, and engagement.
6. Demonstrated behaviors and attitudes consistent with the college values and statement of faith.
7. Demonstrated experience in reflecting upon practice and engaging in professional learning to continually improve the quality of teaching.

## 5. DUTIES & RESPONSIBILITIES

The Education Support Coordinator shall:

### **Christian World View**

- Have a personal and active relationship with God, fellowshiping regularly with other Christians and living a life, consistent with biblical values, the College Statement of Faith, Vision, Mission, Values and Code of Conduct.
- Ensure a distinctive Christian Worldview underpins all teaching programs, policies and relationships relevant to the Education Support Department.
- Encourage staff to further their knowledge of/expertise in Christian Worldview education through professional development and/or postgraduate studies.
- Attend daily, and provide a depth of input to, staff devotions, setting a role model for staff.

### **Partnership with Parents**

- Actively foster partnerships in learning between parents and the College.
- Ensure regular and effective communication between teachers and parents regarding student learning and growth, both positive as well as areas that may require improvement.
- Promote regular and varied opportunities for parents to be involved in their child/ren's schooling.
- Support and attend relevant events of the College, including those that occur out of standard school hours.

### **Specific requirements as Education Support Coordinator**

- Coordinate and oversee the Education Support program within the school.
- Promote an inclusive educational environment that provides additional support for individual students and their learning needs.
- Develop positive working partnerships with students, parents and staff to support and improve students' learning.
- Collaborate with Executive Team, wellbeing, teachers and aides to provide education support for students with identified learning difficulties.
- Collaborate with classroom teachers to empower them in the planning and delivery of effective teaching and learning programs for identified students.
- Provide direct instruction and support to individuals and groups of students.
- Provide support to enable students with learning needs to access the curriculum and complete assessment tasks.

- Facilitate modifications and adaptations to the regular curriculum and/or learning environment in collaboration with classroom teachers.
- Develop creative and engaging activities across subjects for identified students ensuring that individual needs are met.
- Provide integration support for students with special needs.
- Implement strategies to enhance students' social, interpersonal and communication skills.
- Collaborate with teaching staff to create Individualised Education Programs (IEPs) for identified students.
- Identify low individual performances on NAPLAN and standardised testing, providing follow-up with action and documentation on the school's response.
- Administer diagnostic assessments (formal and informal) in identifying students with learning difficulties and measuring individual progress.
- Maintain accurate records of student achievement and progress and provide regular communication and reports to teachers and parents.
- Conduct meetings of parents, teachers, and support agencies for students with specific learning needs.
- Withdraw students for individual support and/or testing, as appropriate.
- Support the development and maintenance of the college's policies and procedures, particularly in relation to students with specific educational needs.
- Provide leadership and act as a mentor for all teachers' aides within the Education Support Department.
- Display a thorough understanding of, and facilitate the collection of relevant data for, NCCD.
- Liaise with key staff and external agencies so as to ensure effective management of teacher support, funding and resources within the Education Support Department.
- Establish rosters for teachers and aides of the Education Support Department.
- Consult with professionals and other outside agencies.
- Review the budget for the Education Support department, and allocate spending according to the prioritised needs, within the annual budgetary constraints. This is done in consultation with the Business Manager

**General Requirements:**

- Possess competent ICT skills, being familiar with Compass, Office 365 and other learning software as required.
- Relief teach classes when required.

**In Relation to Professional Standards:**

- Work to achieve and maintain full registration and currency with the VIT (Victorian Institute of Teaching) necessary to teach in the State of Victoria
- Demonstrate a high standard of professionalism, meeting the current [Australian Professional Standards for Teachers](#)
- Be accountable to the College Leadership (Principal/principal delegate)
- Communicate respectfully, prioritising relationships with students, parents, other staff members, college visitors and members of the wider community.
- Be familiar with and adhere to the college policies and procedures - See staff handbook.
- Keep updated with educational practices and philosophies both within Christian Schools and other systems.
- Maintain and respect confidentiality regarding matters relating to individual students, families, and staff.

- Be familiar with and regularly update knowledge of the **Child Protection Policy, Staff Code of Conduct and Mandatory Reporting Policy**
- Diligently ensure that each child is kept safe according to the guidelines and procedures of the **Child Protection policy**.

**In Relation to Professional Growth:**

- Be willing to continue learning regularly both professionally and spiritually.
- Participate in regular professional development as identified through reflection and evaluation of your practice against the Australian Professional Standards for Teachers.

**In Relation to Community:**

- Actively contribute to the college community through participation in P&F (Parents and Friends) activities, extra-curricular activities, and community events.
- Willingly contribute and participate in staff prayer, devotion, and chapel services
- Be prepared to participate, attend, and conduct evening and after school activities such as parent/teacher meetings, staff meetings, seminars, professional development activities as directed by the Principal or School Board from time to time.