

<b>Position</b>	CSL002-6 Educational Support / Student Wellbeing Officer (Primary)
<b>Agreement</b>	<a href="#">Portside Christian College Enterprise Agreement 2017</a>
<b>Award</b>	<a href="#">Educational Services (Schools) General Staff Award 2010</a>
<b>Level</b>	Classification Level 3 – Classroom Support Services (Grade 3)
<b>FTE</b>	22.5 hours per week (4.5 hours per day), 40 weeks per year
<b>Line Manager</b>	Years 3-6 Coordinator
<b>Conditions</b>	The successful applicant will be a committed Christian who: <ul style="list-style-type: none"> <li>• Is in regular fellowship in their local church.</li> <li>• Is in agreement with and practices the College’s Statement of Faith.</li> </ul>
<b>Review Date</b>	July 2021

## Our Purpose

### *Equipping students for life*

We believe our task is to provide opportunities for children to develop their academic, social, physical, emotional and spiritual potential in a Christian education environment. Our staff are committed Christians who live by our values. They educate students from a biblical worldview, equipping them with skills, knowledge and wisdom. They encourage each child to know God and develop a relationship with him. Our goal is that students graduate from the College with a sense of purpose and service; loving God, loving people and loving life.

## Our Values

We will equip our students for life by encouraging our leadership team, staff and students to live our values every day. Christ is at the centre of all our values, as He is the centre of our lives. Being Christ-Centred is essential to making our values meaningful.



### **Christ-Centred Learning**

- > Seek to know God better
- > Joyfully pursue wisdom
- > Find and embrace better ways of learning and doing

### **Christ-Centred Caring**

- > Love others
- > Value each person
- > Look out for others

### **Christ-Centred Serving**

- > Lead by serving
- > Serve God and others enthusiastically
- > Do our best

### **Christ-Centred Community**

- > Live in harmony with everyone
- > Connect with our College family
- > Engage with our community

## Role Description

Portside Christian College is a co-educational, interdenominational College that caters for students from three years of age in the Early Learning Centre through to Year 12 with an onsite Trade Training Centre. At Portside Christian College, we endeavour to help each student reach their full potential through high quality education coupled with supportive relationships with parents and students.

The Educational Support / Student Wellbeing Officer is directly responsible to the Years 3-6 Coordinator, and would mainly be working with at-risk students in small groups and individually, at a Primary School level.

A statement of faith and active Church membership are pre-requisites.

At Portside Christian College, our staff will:

- Adhere to the College policies and procedures
- Create an atmosphere of nurtured respect, kindness and learning
- Nurture positive relationships with children, staff and families
- Attend meetings, functions and extra-curricular activities as required
- Participate in the College's on-going Professional Learning opportunities
- Work within Work Health and Safety aspects of Portside Christian College
- Sustainably source, manage and organise appropriate resources at all times
- Participate in membership of AISSA and CSA

## Working Relationships

The Educational Support / Student Wellbeing Officer is directly responsible to the Years 3-6 Coordinator.

Regular consultation is an essential part of the role, together with maintaining positive relationships with staff, families and children.

## Responsibilities

- Demonstrate success in working with students at risk
- Work effectively as part of a Teaching and Learning Team
- Develop and maintain collaborative relationships with students, staff and parents
- Possess a flexible approach with strong time-management and organisational skills
- Show commitment to pursuing personal and professional growth
- Demonstrate proficiency in Digital Technologies
- Manage the demands of the position including administration and professional responsibilities
- Contribute to and support the strategic direction of the College
- Contribute to and support the Christian life of the College community
- Support and adhere to all College policies
- Other duties as requested

## Selection Criteria

- Ability and skills working in Professional Teams
- Ability to work semi-autonomously, with small groups and individuals
- Ability to support students in literacy and numeracy development
- Ability to support students in Social and Emotional Learning
- Highly effective communication and interpersonal skills, including the capacity to establish and maintain collaborative relationships with parents, students and staff

## Qualifications and Experience

Training level or qualifications;

Level 3 duties typically require a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:

- i. Completion of a trades certificate or Certificate III;
- ii. Completion of Year 12 or a Certificate II, with relevant work experience; or
- iii. An equivalent combination of relevant experience and/or education/training.

Persons advancing through this level may typically perform duties which require further on-the-job training or knowledge and training equivalent to progress toward completion of a Certificate IV or Diploma.

- A personal commitment to the vision, purpose and values of Portside Christian College and Statement of Faith
- Active involvement in a Christian Fellowship
- Working with Children Check (WWCC)
- BELS First Aid (HLTAID 004), CPR, Anaphylaxis, Asthma Certification
- Responding to Abuse and Neglect – Education and Care (RAN-EC) Training

For areas not covered by the [Portside Christian College Enterprise Agreement 2017](#), please refer to the [Educational Services \(Schools\) General Staff Award 2010](#).