

## Working at PORTSIDE CHRISTIAN COLLEGE

Portside Christian College is a non-denominational Christian college based in the Western suburbs of Adelaide that caters for students from Foundation to Year 12, with an Early Learning Centre and Trade Training Centre onsite.

At Portside Christian College, we deliver Teaching and Learning programs using the *Understanding by Design* curriculum framework from a biblical perspective. We offer professional, rewarding and supportive teaching environment and create outstanding opportunities for professional learning and career progression.

If you are committed to high quality teaching and learning, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes for learners, then please apply.

### Our Purpose

#### *Equipping students for life*

Our purpose is to equip students for life. We are a ministry of Portlife Church and operate to provide education for Christian families. We believe our task is to enable each child to develop uniquely and progress academically, socially, physically, emotionally and spiritually through authentic Christian education. All teachers are committed Christians who aim to model Christian values and educate students from a biblical worldview perspective. We aim to inspire and equip learners with knowledge, skills and wisdom to face life's challenges. We encourage students to develop a personal relationship with God and grow in Christian grace.

### Our Values

We aim to equip students for life by encouraging our school community to live our values every day. Christ is at the centre of all our values, and He is the centre of our lives. Being Christ-Centred is essential to making our values meaningful and effective.



Learn more about us at [www.portside.sa.edu.au](http://www.portside.sa.edu.au)

<b>Position Description</b>	
<b>Position title</b>	Inclusion Education Support Officer
<b>Position number</b>	CSS04
<b>Agreement</b>	<a href="#">Portside Christian College Enterprise Agreement (2021)</a>
<b>Award</b>	<a href="#">Educational Services (Schools) General Staff Award 2020</a>
<b>Level</b>	General Level 3
<b>FTE</b>	0.2602 - 2 days a week, 6 hours a day (12 hours per week), 39 weeks a year
<b>Reports to</b>	College Principal and delegate: Inclusion Support Coordinator (Primary)
<b>Direct reports</b>	Nil
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Have an understanding of and commitment to the College Vision, Purpose, Values and Statement of Faith</li> <li>• Act in accordance with the College Handbook (Staff), Staff Code of Conduct and Staff Device Agreement, as well as all other College policies and procedures</li> <li>• Develop and maintain collaborative relationships with staff, students and parents</li> <li>• Actively contribute to the Christian life of the College community</li> <li>• Attend meetings, functions and extra-curricular activities as required</li> <li>• Participate in the College’s ongoing Professional Learning opportunities</li> </ul>
<b>Role and responsibilities</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the Head of Teaching and Learning and Inclusion Support Coordinator (Primary) to provide additional learning support to students with diverse needs</li> <li>• Develop and maintain collaborative relationships with students, staff and parents</li> <li>• Possess a flexible approach to teaching as needed based on student progress</li> <li>• Support students in achieving academic and wellbeing goals</li> </ul>
<b>Desired qualifications of successful candidate</b>	<ul style="list-style-type: none"> <li>• A certificate or diploma level qualification with previous related work experience highly desirable</li> <li>• South Australian Government Working with Children Check.</li> <li>• Current First Aid qualification – BELS First Aid training (HLTAID010) at a minimum</li> <li>• Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Training</li> </ul>

<p><b>Desired skills and abilities of successful candidate</b></p>	<ul style="list-style-type: none"> <li>• Experience supporting EAL/D students is an advantage</li> <li>• Ability to teach and engage with students who have diverse learning needs</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to develop and maintain collaborative relationships with students, staff and parents</li> <li>• Effective time management skills with proven ability to manage multiple tasks and prioritise workload</li> <li>• Ability to be innovative, enthusiastic and self-motivated</li> <li>• Proficiency in digital technology</li> <li>• Ability to manage the demands of the position including administration and professional responsibilities</li> </ul>
<p><b>Applications are to include</b></p>	<ul style="list-style-type: none"> <li>• Cover letter, maximum 1 page</li> <li>• Written response to the above criteria of the “Desired Skills and Abilities”, maximum 500 words</li> <li>• Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information</li> <li>• Completion of the <i>Portside Christian College Application for Employment – Non-Teaching</i> available on our website at <a href="http://www.portside.sa.edu.au">www.portside.sa.edu.au</a> under the Explore – Careers heading</li> </ul>
<p><b>Application deadline and details</b></p>	<p>Applications are to be received by <b>9am on Monday, 16<sup>th</sup> December, 2024</b>. Interviews and appointment may occur before the closing date.</p> <p>Applications should be addressed to:  Mrs Belinda Elsegood, Human Resources, Portside Christian College  Email: <a href="mailto:application@portside.sa.edu.au">application@portside.sa.edu.au</a></p>