



## Position Description

POSITION OVERVIEW			
TITLE	Primary (3-6) Co-ordinator		
TIME ALLOWANCE	0.5 FTE (Negotiated on site needs)		
COMMENCEMENT DATE	1 January 2026	TENURE	1 year (renewing annually)
REPORTS TO	This position is part of the <i>College Leadership Team</i> and reports to the Principal		

### GENERAL EXPECTATIONS

Seaview Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2024, as amended from time to time.  
Staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with College policy, rules and expectations.

### POSITION SUMMARY

The Primary Co-ordinator role is a senior leadership position within Seaview Christian College and is responsible for:

- Management and leadership of staff within the Primary School (Year 3-6)
- Strategic Planning, with a primary years' (Year 3-6) focus in collaboration with the members of the College Leadership Team
- Curriculum, teaching and learning oversight for the primary years (Year 3-6)
- Pastoral Care of staff (Year 3-6) including the Staff Appraisal process
- Oversight of student wellbeing and behaviour education processes
- In collaboration with the leadership team and the Chaplains, address and manage student wellbeing issues within the primary years (Year 3-6)
- End of Year Presentation Night and Awards (in collaboration with the leadership team)
- Parent and community relations and communications
- Update the Primary School Student/Parent Handbook along with planning documentation
- Teaching and other duties as negotiated

REPORTING/WORKING RELATIONSHIPS	<ul style="list-style-type: none"><li>• Principal – Line Manager</li><li>• Members of the College Leadership Team</li><li>• Relevant teaching staff</li></ul>
LINE MANAGEMENT RESPONSIBILITIES	<ul style="list-style-type: none"><li>• Primary School teaching staff (Year 3-6)</li><li>• Primary School specialist teachers as negotiated</li></ul>

### DUTIES & RESPONSIBILITIES

#### College Leadership

- Represent the College in a professional manner at all times in line with the vision, mission and values of the College
- Build and maintain positive and professional relationships with colleagues, students, parents and the wider community
- Participate fully in the life of the College
- Act as line manager for Primary School (Year 3-6) teaching staff
- Work in collaboration with the College Leadership Team to develop/implement, analyse and evaluate the College Strategic Plan
- In collaboration with the College Leadership Team support teachers with the development of their PLP (Professional Learning Plan)
- Involvement in organising staff related events as required
- In collaboration with the Admin Manager oversee child protection procedures and policies

#### Primary Leadership

- Engage with staff and leadership to ensure the wellbeing of staff is managed in line with College policies and procedures
- Conduct new teaching staff inductions
- Ensure staff are aware of school policies and procedures
- Program and lead primary (Year 3-6) staff meetings
- Oversight of the primary calendar (Year 3-6), liaising with other staff, approving excursions and camps, coordinating parent/teacher interview evenings, Primary School Information Evenings etc
- Oversee student stationery lists for primary school classes to ensure all students are provided with adequate stationery supplies
- Provide guidance for staff to identify and pursue professional learning needs in line with their Professional Learning Plan

#### Teaching and Learning

- Engage with staff to ensure learning needs requirements and processes of the College are followed
- Take a lead role in the direction of curriculum by engaging with the College Leadership Team and primary teaching staff
- Ensure the College is meeting the requirements of the Australian Curriculum
- Ensure that curriculum documentation reflects the pedagogical focus of the College (eg Transformation by Design)
- Working collaboratively with the College Leadership Team in the development and implementation of teaching pedagogy
- In collaboration with the College Leadership Team participate and actively engage in curriculum development and implementation, to help ensure continuity and appropriateness from one year and one sub-school to the next. – CCM Curriculum

#### Staff Coaching and Mentoring

- Support teacher development through facilitating professional and reflective conversations

- Engage teachers in collaborative preparation and planning
- Demonstrate high level, classroom teaching skills; knowledge of curriculum and pedagogy and; coaching and leadership skills.
- Work closely with the College Leadership team to build staff capacity around highly effective student learning and pedagogy, and the College's Strategic Plan.
- Assist staff in the use of data to inform teaching practice, developing plans for differentiated instruction and developing effective pedagogy with the aim of improving student engagement and learning outcomes
- Help orient teachers into the culture of the College and its community
- Undertake some modelling, scaffolding and coaching where necessary
- Provide written and/or oral feedback on teaching practice
- Provide written and/or oral feedback on teacher's documentation (including but not limited to; overviews, weekly program, unit and lesson plans) affirming they are in line with College expectations

#### **Student Wellbeing**

- Engage with students, staff and parents to ensure the wellbeing of students is supported in line with College policies and procedures
- Engage with the College Chaplains in the management of student wellbeing issues
- Liaise with all stakeholders to facilitate positive outcomes for students

#### **Student Behaviour Education and Classroom Management**

- Engage with students and staff to ensure that student behaviour is managed in line with the student behaviour education and classroom management policies and procedures of the College
- Collaborate with parents in regard to student behaviour issues and school attendance matters
- Provide assistance, support and encouragement in daily classroom management issues for class teachers

#### **Communication**

- Ensure all staff, parent and student official correspondence and publications are sent out appropriately in a timely, informative and professional manner
- Ensure adequate and thorough record keeping of correspondence and interactions with enrolled families
- In collaboration with the College Leadership Team prepare the Staff Handbook, ensuring it contains all pertinent information for staff

#### **The College Leadership Team have a collective responsibility for student learning and wellbeing, and will;**

- Facilitate excellent student learning using a variety of methodologies
- Foster an atmosphere that is conducive to learning
- Liaise with all stakeholders in regard to the progress of students

#### **Other duties**

- Undertake other duties or projects as directed by the Principal, which are within ability, skill level and competence

### **EDUCATION & TRAINING**

- Qualified teacher holding current registration or eligibility for registration with the Teachers Registration Board of SA
- Current driver's license

### **SKILLS & ABILITIES**

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members
- Ability to establish and maintain effective relationships with students and parents
- Ability to handle potentially sensitive issues and maintain confidentiality
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the College's ethos
- Develop and implement policies in regard to student behaviour education and classroom management

### **PERSONAL ATTRIBUTES**

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A demonstrated lifestyle as detailed in the CCM enterprise agreement, that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- Collegiate and trustworthy, developing positive relationships with staff

### **EXPERIENCE & KNOWLEDGE**

- Proven experience as a classroom teacher and demonstrated experience in a team leadership role
- Demonstrated teaching experience together with additional leadership responsibilities
- Some knowledge of general management issues in relation to a Christian college
- Knowledge of the Australian Curriculum, AITSL Professional Standards for Teachers and WHS requirements
- Knowledge of student related issues and accepted management protocols

### **DESIRABLE CHARACTERISTICS**

#### **Qualifications**

- Post graduate qualifications in a related field or theological qualifications will be highly regarded

#### **Skills and Abilities**

- Outstanding organisation and interpersonal skills
- Competent use of Microsoft Suite of applications

#### **Personal Attributes**

- Involvement in a leadership role in your local church

#### **Experience**

- Previous experience in a similar role in a Christian school

**SPECIAL CONDITIONS**

- Some out of hours work will be required

**WORK HEALTH & SAFETY RESPONSIBILITIES – INCLUDE:**

- ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- knowledge of and compliance with the College's WHS policies and procedures
- compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- participation in relevant training and induction sessions as required by the College
- reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible

**DECLARATION:**

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_