

Position Vacant:

Junior Primary Co-ordinator (Kindy – Year2), Seaview Christian College – Christian Community Ministries LTD (CCM)

0.5FTE (Negotiated on site needs), 1 Year (annually renewed), commencing 1 January 2026

0.5 FTE Junior Primary Teaching

Location: Seaview Christian College, 56 Seaview Road, Port Augusta, South Australia

Seaview Christian College is an independent, non-denominational Christian College located in the city of Port Augusta, 322 kilometres north of Adelaide. Established in 2016, the College is one of 15 schools operated by Christian Community Ministries Ltd. The mission of Seaview Christian College is to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God.

About the role / Position Summary

All positions are appointed by the College Principal in consultation with the College leadership team. The appointee is responsible to the Principal and forms part of the College Leadership Team. Suitable applicants must be a person of Christian faith and integrity and align with the college faith, values and ethos. Teaching is undertaken from a Christian Worldview across a range of subjects as per the prescribed primary school curriculum. The Primary Co-ordinator role will be responsible for management, leadership and development for staff and students from Kindy to Year 2. The role will also include teaching junior primary years students.

Specific responsibilities include

The Junior 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 K-2)
- Strategic Planning, with a junior primary years' focus in collaboration with the members of the College Leadership Team
- Curriculum, teaching and learning oversight for the junior primary years
- Pastoral Care of staff (Year K-2) 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 junior primary years
- End of Year Presentation Night and Awards (in collaboration with the leadership team)
- Parent and community relations and communications
- Update the Junior Primary School Student/Parent Handbook along with planning documentation
- Teaching and other duties as negotiated

Kindergarten Director Responsibilities:

- Provide day-to-day leadership of the Kindergarten alongside the College Leadership Team and under the direction of the Principal.
- Guide and mentor Educators to deliver high-quality early childhood education and care.

Maintain an in-depth understanding of, and comply with:

- College and Centre policies and procedures
- State and federal laws and regulations
- National Quality Standards (NQS)
- Early Childhood Code of Ethics
- Approved Learning Frameworks
- Oversee operational and compliance requirements, ensuring records and administration are accurate and up to date in line with federal, state and local laws.
- Coordinate and respond to inspections; complete and file incident/accident reports.
- Be familiar with and follow procedures for reporting suspected child abuse to Child Protective Services.
- Manage parent enquiries, issues and concerns promptly and professionally.
- Plan and facilitate parent/teacher conferences and maintain clear, respectful communication with families.

Skills and Qualifications

- Qualified teacher holding current registration or eligibility for registration with the Teachers Registration Board of SA
- Qualified Early Childhood Teaching or Diploma
- Current driver's licence
- Excellent interpersonal and communication skills
- Ability to maintain effective relationships with students and parents
- Effective use and development of behaviour management strategies and policies

Seaview Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministries Enterprise Agreement 2024, as amended from time to time. The Agreement includes provisions regarding mission, objectives and staff lifestyle requirements, basis for employment, classification of roles and employee entitlements (including remuneration and leave provisions).

Requirements and how to apply

Applicants must complete the Teaching Application Form (available on our website or request from office@seaview.sa.edu.au) and submit this form including supporting documents as listed below:

1. Covering letter
2. Concise resume or curriculum vitae
3. Working With Children Check information
4. Supporting documentation:
 - Academic transcript and copy of qualifications
 - Copy of birth certificate or passport identification page
 - Evidence of teacher registration from the Teachers Registration Board of South Australia (or local teacher accreditation / registration authority if not currently registered in South Australia)
 - If not an Australian citizen - additional visa-related documents
 - Statements of Service from current and previous employers (for confirmation and recognition of prior teaching experience)

Applicants shortlisted for an interview will be contacted via email and telephone. Interviews may take place before the closing date. Early applications are encouraged.

Further information on the College is available on the website: [Seaview Christian College](http://seaviewchristiancollege.edu.au). Information on **Christian Community Ministries Ltd** is available on the website: www.ccmschools.edu.au

APPLICATIONS CLOSE: 17th October 2025

All enquiries are to be sent to:
The Principal
Seaview Christian College
PO Box 207
PORT AUGUSTA S.A. 5700
or Email: office@seaview.sa.edu.au