

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Education Support Coordinator
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<b>APPOINTED BY:</b>	Board of Directors / Principal
<b>RESPONSIBLE TO:</b>	Head of Student Support
<b>AWARD:</b>	Tasmanian Independent Christian School (Teachers) Multi Enterprise Agreement 2025
<b>RESPONSIBILITY ALLOWANCE:</b>	\$2,000 per annum <i>(in addition to teacher salary)</i>
<b>EMPLOYMENT FRACTION:</b>	1.0 FTE
<b>EMPLOYMENT TERM:</b>	12 month initial contract

### ABOUT OUR SCHOOL

Launceston Christian School is a co-educational independent K-12 Christian School on one campus, set beside the beautiful kanamaluka river with views to the mountains. The school is distinctively Christ-centred and is committed to providing for the spiritual, emotional, physical and academic flourishing of all school community members. We are proud to offer a quality Christian education within a nurturing and supportive environment, where each student is encouraged to find their identity in Christ and celebrated for their God-given uniqueness. Teaching and learning at LCS is contemporary and focussed on student growth. Education Support staff are part of a collaborative Support Staff team who work cooperatively to support students and each other.

The school's vision is to glorify and honour God through Christ-centred education. The school motto – *In Christ, Wisdom and Knowledge.*

Our school core values are:

- Faith in Action
- Compassion from the Heart
- Connectedness with People, Place and God
- Growth as Lifelong Learners

Why join us:

- Supportive, caring, Christian school community
- Make a meaningful contribution to the lives of students with additional needs
- Access the beautiful Tamar Valley region and historic Launceston city
- Work close to Launceston CBD, airport, parks and nature reserves
- Short commutes and no traffic

## POSITION SUMMARY

We are seeking a dedicated Education Support Coordinator (ESC) to continue the growth of the Education Support Team. This teacher will capably lead inclusive, evidence-based strategies in response to diverse learning needs across the school. The ESC will strengthen staff capacity to differentiate learning, understand diverse students, design and implement intervention strategies, and foster an inclusive school culture. The Education Support Coordinator provides strategic oversight for Education Support, including goal setting, staffing, systems development, team coordination, change management, funding, budgets and associated government requirements.

In 2026 this position is allocated a 2 day per week Education Support Teacher role (0.4 FTE) to give the successful candidate both the ability to lead and shape education support work at LCS while also being involved directly in education support work in Secondary School.

## KEY RESPONSIBILITIES

### **Complex Care Support:**

- Provide expert advice and support when involved with planning teams for students with significant disabilities and/or complex needs.

### **Student Support:**

- Oversee the collaborative planning process and implementation of special programs in Secondary School and provide support to Teaching staff and Teaching Assistants facilitating these programs
- Collaborate with other branches of the support team, especially wellbeing and CALD staff to support students with diverse needs and backgrounds
- Contribute to partnerships with parents of students with diverse needs and allied health professionals

### **Administrative:**

- Oversee the Education Support budget and Teaching Assistant timetables
- Oversee all aspects of the Individual Education Plan (IEP) process
- Oversee therapeutic consultancy services and allied health professional partnerships
- Maintain HUB (online learning management system) pages for Education Support

### **Strategic Oversight:**

- Strategically guide the work of the Education Support team, including researching and implementing new programs, evaluating team progress and needs, setting goals and measurable outcomes to evaluate success
- Present or organise Professional Learning in order to increase staff capacity in relation to working with students with disabilities and diverse needs

### **Staff Support:**

- Provide expert advice and support to Education Support Teachers as they work with teaching teams and Teaching Assistants
- Actively support staff by becoming involved when students with complex needs are demonstrating challenging behaviours, including planning next steps following up with wrap-around supports in collaboration with other staff
- Identify Education Support staff training needs and support enrolment in appropriate professional learning programs
- With the Head of Student Support and other school heads, shortlist, interview and recruit new staff as part of a panel

**Duty of Care and Pastoral Care:**

- Maintain a high level of pastoral care
- Ensure students are correctly and neatly attired according to the Uniform Policy
- Familiarisation with policies relating to students
- Assist in playground and afterschool duty as directed
- Submit Risk Assessments for approval for any high-risk activities, incursions and off-site excursions
- Complete/Report any incidents or hazards as soon as possible
- Participate in Professional Development activities. All teachers are expected to attend staff development and curriculum days as determined by the Principal or their delegate

**Other Responsibilities:**

- Bring a Christian perspective to bear in all aspects of work
- Adhere to Launceston Christian School's Code of Conduct and policies
- Develop and maintain positive and professional relationships with staff and students
- Attend and participate at Devotions and other staff meetings / committee meetings as required
- Participate in staff appraisals
- Undertake relevant training and development as and when required
- Undertake teaching and extra-curricular duties as required. This may include relief cover, supervision duties and attendance at out of hours school events. (In 2026, this will comprise 2 days per week working as a Secondary Education Support Teacher).
- Other reasonable duties as required by the Principal or Head of Student Support
- Other School and Association related activities as requested by the Principal or their delegate
- Time release for this position will be dependent on the strategic and operational requirements of the school and will be reviewed on an annual basis

**ESSENTIAL REQUIREMENTS**

- Passion for contributing to a positive, inclusive school culture where all students can thrive and achieve
- Experience supporting students with additional needs, disabilities, trauma or learning difficulties using differentiated and universal design instructional strategies
- Minimum two years teaching experience, with experience and/or qualifications in learning support
- Strong understanding of child and adolescent development
- Proven ability to exercise independent judgement with planning and time management skills to achieve outcomes
- Well-developed interpersonal, written and verbal communication skills to effectively liaise with a wide range of stakeholders
- Ability to collaboratively lead and build a team in an education setting
- Commitment to ongoing professional learning
- Strategic thinking, able to manage routine and complex tasks independently
- A comprehensive understanding of the DSE, NCCD, and IEPs
- Proven leadership capabilities
- High level of organisation and administrative capability
- Familiarity with Individual Education Plans and Nationally Consistent Collection of Data (NCCD processes)
- Computer literate with high level skills using Excel / Word

## WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health and safety
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
  - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any incidents involving injury to themselves or others as soon as possible
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

## CONDITIONS OF EMPLOYMENT

- Conditions of Employment are outlined in the Tasmanian Independent Christian Schools (Teachers) Multi Enterprise Agreement 2025 (CMEA) and National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Current registration with the Tasmanian Teachers Registration Board and relevant tertiary qualifications
- Hold and maintain a current Working with Vulnerable People (Employment) Card (or ability to obtain)
- Annual completion of relevant Child Safety and Student Duty of Care compliance training
- Ability to obtain and successfully complete First Aid training (HLTAID011)

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner