



MIDDLE SCHOOL COORDINATOR

SUNRISE CHRISTIAN SCHOOL WHYALLA

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA. Our schools offer academic excellence in a faith based setting with teachers dedicated to meeting the needs of their students to ensure they are able to reach their full potential.

These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God given mandate to bring up their children in His ways.

Each School is managed by a Principal. Our ELCs are managed by a Regional Director who is assisted by an ELC Director at each location.

The Board have appointed a Chief Executive Officer (CEO) to provide leadership to the Senior Management Team (SMT) of the schools and early learning centres under the banner of Adelaide Christian Schools (ACS).

The primary corporate service functions of ACS are based at the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and the co-location of finance and administration staff enables the Manager of Corporate Services and Manager of Corporate Finance to work closely together in a team environment which supports Senior Management, the School and ELC Board, the SMT and the strategic direction of ACS.

The Middle School Coordinator is employed by Sunrise Christian School Whyalla and is accountable to the Principal.

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



JOB SPECIFICATION

OVERVIEW

The Middle School Coordinator works closely with the Principal and is responsible for supporting staff, students and families in their area of responsibility.

KEY RESPONSIBILITIES

There are a number of areas of responsibility, including to:

- Work in collaboration with the Principal in:
 - Setting strategic direction for the Middle School
 - Motivating, inspiring and aligning teaching practice with the School's mission, philosophy and vision
- Plan and facilitate staff meetings in collaboration with the Principal and other leadership staff
- Encourage staff to provide a positive and supportive learning environment where student achievements are acknowledged
- Establish and strengthen a strong sense of community across all school stakeholders
- Develop and encourage professional collaboration
- Manage the overall day to day running of the Middle School
- Interview future TRT staff and organise relief for staff as required
- Support staff to manage and deal with student and family issues
- Manage and support new staff, including induction and appraisal
- Inspire professional sharing of practice among teaching staff incorporating the requirements of the implementation of Australian Teacher Performance and Development Framework

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



- Actively manage staffing matters within the areas of responsibility in consultation with the Principal where necessary
- Provide advice to the Principal on issues affecting the Middle School
- Ensure good communication with parents in relation to issues affecting students in the Middle School
- Share responsibility & support for 'event-management' across the Middle School, including, but not limited to: Principal's Morning Tea, Grandparents' Day, EOY Musical, EOY presentation Night and School activities, such as Camps, Excursions, Orientation day, etc.
- Maintain a teaching role (negotiated each year). Prior to the establishment of the Middle School in 2020 the teaching component of this role will be in the Upper Primary.

TERMS

In addition to release time, a salary commensurate with qualifications and experience will be negotiated.

The position will be reviewed as the roles change and will be appraised on a regular basis.

Approved _____ Date _____
Principal Sunrise Christian School - Signature

Approved _____ Date _____
Applicants Signature

Head Office
Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus
95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus
4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus
70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus
286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus
72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



SUNRISE
Christian School

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

- Relevant tertiary Degree
- Current registration to teach in a school in South Australia

SKILLS / ABILITIES

- High level of interpersonal, conflict resolution and communication skills
- The ability to work with all levels of staff and management
- Demonstrated ability to coordinate the management and motivation of a range of professional staff, including teachers, administrative staff, students and parents, to achieve defined outcomes
- Proven capacity to think and act innovatively
- Proven ability to communicate effectively both verbally and in writing.
- The ability to complete variable workloads to a high standard and to imposed deadlines
- Proven ability to work as a member of a team in a manner that fosters the support and co-operation of team members
- Demonstrated ability to achieve outcomes through effective delegation
- Proven leadership qualities and demonstrated ability to unite diverse activities to common aims
- Demonstrated commitment to the development and well-being of staff and students
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the School's ethos

PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour.
- A mature faith and active involvement in a local church.
- A proven life style founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS.
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

EXPERIENCE

- Proven experience in a student behaviour management role
- Demonstrated experience in ministering the Word of God and in preparation of devotional material
- Involvement in a personal professional development program
- Demonstrated experience in a team leadership role

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



KNOWLEDGE

- Sound knowledge of the operation of a Secondary Educational Facility.
- Sound understanding of the Philosophy and Ethos of Sunrise Christian School
- Sound understanding of a Bible-based curriculum and pedagogical approach
- Understanding of the range of teaching methodologies necessary for teaching the appropriate range of learning styles
- Knowledge of student behaviour related issues and accepted management protocol
- Understanding of risk management requirements
- Knowledge of compliance requirements
- Sound knowledge and understanding of administrative systems and processes

DESIRABLE CHARACTERISTICS

QUALIFICATIONS

- Post Graduate qualifications in leadership or theological qualifications will be well regarded

SKILLS AND ABILITIES

- Modelling excellent teaching practice and the capacity to mentor other teachers, including graduates
- Proven ability to develop and work with teams in a performance culture

PERSONAL ATTRIBUTES

- Are willing to enrol your school aged children in the School

EXPERIENCE

- Experience in the preparation and conduct of staff training
- Experience in professional development of staff
- Previous teaching experience in a similar Christian School would be an advantage

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

Morphett Vale Campus

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233