



## **JOB AND PERSON SPECIFICATION**

### **DIVERSE EDUCATION COORDINATOR**

#### **SUNRISE CHRISTIAN SCHOOL FULLARTON**

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.

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.

The Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

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 Board and the strategic direction of ACS.

#### **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](mailto:info@sunrise.sa.edu.au)  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

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#### **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 Diverse Education Coordinator has responsibility for the coordination and implementation of the diverse education support program. They work closely with the classroom teachers, education support officers (ESOs) and the Principal to ensure the effective provision of a program that meets the learning needs of the students within the school.

### GENERAL RESPONSIBILITIES

A Diverse Education Coordinator at Sunrise Christian School will:

- Offer advice, support and mentoring to classroom teachers in relation to how to best cater for diverse educational needs.
- Facilitate the preparation of Individual Education Plans (IEP) for each student within the program in collaboration with the class teacher.
- Assist and coach the class teachers on their pedagogy, procedures and adjustments to enable them to meet the needs of the students within the school.
- Support the implementation of effective assessment and intervention programs.
- Work closely with the Principal to ensure implementation of strategies is consistent with the whole school approach.
- Manage the ESO's to ensure that student and teachers are supported adequately.
- Liaise with internal and external professionals where necessary in order to effectively improve the outcomes of students, teachers and school wide practice.
- Undertake the necessary administrative duties involved in the reporting requirements of the NCCD.
- Support and promote the Mission & Vision Statement and the Aims and Philosophies of the School
- Be directly responsible to the Principal and will be expected to take on any other duty as allocated by the Principal.

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## FACULTY INVOLVEMENT

An employee at an ACS school will:

- Maintain a knowledge of developments in own grade/subject area
- Contribute to the activities of the School/Faculty
- Attend and participate in discussion at School/Faculty Meetings
- Adhere to the School's/Faculty's objectives and priorities
- Contribute to the development, implementation and evaluation of curriculum
- Participate in excursions, competitions and other relevant curricular activities
- Contribute to the creation of School/Faculty budgets when appropriate

## PROFESSIONAL RESPONSIBILITIES

An employee at an ACS school will:

- Communicate all matters of any social concerns regarding students to Principal as appropriate remembering that each teacher is a mandated notifier
- Understand and apply the Student Protection Policy
- Carry out the role of mandated notifier when required
- Communicate all matters of any learning concerns regarding students to the Principal
- Fulfil the responsibilities of yard duty and other supervisory duties
- Accurately record attendances at class and maintain the roll in good order as required
- Be involved in a process of constant reflective evaluation and goal-setting for their own professional growth as a teacher
- Undertake an appraisal process following the schools' guidelines
- Attend staff meetings as requested by the Principal
- Attend whole-school community events and other events in the life of the school.
- Ensure the good order and maintenance of school property and facilities
- Participate in professional development provided by the school and/or other organisations
- Expand and develop networks with allied health professionals, professional agencies and the like.

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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### EDUCATIONAL QUALIFICATIONS

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

#### SKILLS / ABILITIES

- Demonstrated ability to deliver high quality teaching and learning
- Effective interpersonal skills and the ability to work collaboratively
- Proven ability to communicate effectively verbally and in writing
- High level of organisation and time management

#### PERSONAL ATTRIBUTES

- Ongoing commitment to the Lord Jesus Christ as Lord and Saviour consistent with the Biblical standards of Adelaide Christian Centre and the CRC Churches International
- Mature faith and active involvement in a local church
- A love and reverence for God's Word as the foundation for Christian living
- Proven life style firmly founded on Biblical Christian principles
- Willingness to affirm the principles in the ACS Statement of Faith
- Strong desire to serve God in a Christian school community
- Desire to continue to grow in a personal and professional manner
- A proven ability to work as a member of a team and demonstrates leadership in education practice

#### EXPERIENCE

- Demonstrated experience in ministering the Word of God and in preparation of devotional material
- Demonstrated experience in Special Education
- Demonstrated experience in supporting a wide range of student needs
- Involvement in a personal professional development program

#### KNOWLEDGE

- Demonstrate expertise in managing and understanding students with a range of diverse needs
- Knowledge of best practice related to the education of students with diverse needs
- Knowledge and skills in completing IEP's and tracking individual student progress

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**DESIRABLE CHARACTERISTICS**

**QUALIFICATIONS**

- Further qualification in Special Education would be advantageous.

**EXPERIENCE**

- Experience in Social Emotional Literacy programs such as What’s the Buzz?
- Knowledge and experience with the Nationally Consistent Collection of Data (NCCD).

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

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Principal - Signature**

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicants Signature**

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