



Position Description: PRIMARY EDUCATION SUPPORT TEACHER

Title: Primary Education Support Teacher

Appointed by: Principal/CEO

Reports to: Head of Education Support

Date created: May 2026

Position Framework

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

Purpose of the Position

The Education Support Teacher will work collaboratively with the Junior School teachers, learning assistants, school leadership and other corresponding teams to enhance student outcomes under the guidance of the Head of Education Support.

The Education Support Teacher will be a role model on which students are able to pattern their lives as they prepare for a life of Christian service in faithful obedience to their Lord and King.

The Education Support Teacher will be a professional colleague who will be part of the Education Support Team, striving to achieve the aims and objectives of the school.

Specific Activities and Duties

Management:

- Collaborate with teachers to provide and co-ordinate targeted interventions and adaptations to ensure all students have equitable access to learning.
- Consult with teachers to advocate for differentiation and modification in units of work and curriculum documents.
- In consultation with the Head of Education Support, review existing remedial programs and be involved in professional development for learning assistants for the effective running of these programs.



- Co-ordinate parent communication for students at-risk and run Program Support Group Meetings. Maintain open and respectful communication with parents and caregivers regarding student progress.
- Work in collaboration with the Pastoral Heads/Heads of Junior School in the running of Student Support Group Meetings for those at risk due to social emotional issues.
- Communicate with allied health professionals to support adaptations implemented in Individual Learning Plans.
- Prepare, monitor and review Individual Learning Plans in consultation with teachers and parents. Keep records of consultations and plans. Ensure the interventions are implemented and track to oversee student outcomes.
- Contribute to the preparation of Nationally Consistent Collection of Data on School Students (NCCD) documentation for the school as required under legislation. (Guide Primary teachers and assist in record-keeping and documentation related to student learning progress and outcomes.)
- Contribute to the preparation of funding submissions for the school.
- Participate in staff meetings, professional development, and training as required.
- Participate in formal and informal professional development courses during staff days.
- Complete allocated tasks and directives on time and to the expected standards.

Students:

- Identify and support at-risk students with specific learning and social emotional needs.
- Support students in developing literacy and numeracy skills through targeted interventions.
- Design, deliver and evaluate individualised and small group education programs that cater for students with diverse learning needs, including disabilities and learning difficulties.
- Exercise sound discipline in line with school policy.
- Exercise due care of students' total wellbeing when under your care.
- Collate accurate data on student progress which will contribute to reporting
- Treat all students with respect due to those created in the image of God.

Staff:

The teacher is a professional colleague who will

- Share in responsibilities and duties of staff
- Co-operate with other staff with the aim of implementing school aims and objectives
- Care for the total well-being of others
- Be respectful of the decision-making role of school leaders.



Standards of Performance

In so far as the teacher is able to influence it:

- The high level of morale of staff and students.
- Quality of total care of students.
- Standard of student discipline.
- Standard of student compliance with the school's uniform code.

In so far as the teacher is able to influence it, the smooth operation of the school:

- The quality of educational interventions performed.
- Records of student progress and evidence of plans to assist with student progress.
- Evidence of individual and group learning intervention preparation.
- Evidence of long-term planning.
- Evidence of participation in extra and co-curricular activities in consultation with Head of Education Support.
- The quality of teacher/pupil, teacher/teacher and teacher/parent relationships.
- Evidence of active membership of the Association for Christian Education.
- Evidence of professional development.

Authority

- Disciplining students within school policy guidelines.
- Liaising with parents of students in consultation with the Head of Education Support.
- Making recommendations regarding:
 - Student needs and education plans
 - Curriculum development which caters to differentiation and modification for students

Accountability

- Direct: through both written and oral means to Head of Education Support, Head of Campus, Principal.
- Indirect: in writing, via the Principal, to the Board of Directors.

Person Specification

Education and Experience

- Appropriate tertiary qualifications.
- Several years of experience as a classroom teacher.
- Specific qualification/s in learning support preferred; however, applicants with a passion in this area are also encouraged to apply.
- Qualifications and/or experience in supporting students with social emotional issues will be beneficial.
- Registration with the Victorian Institute of Teaching is a condition for continuing employment.



Skills

- Demonstrated commitment to collaboration and teamwork.
- Demonstrated excellence in teaching and learning, including behaviour management and the integration of technology into the classroom.
- Experience in identifying and supporting students with special educational needs and identifying their individual learning styles.
- Experience in writing and coordinating Individual Education Plans.
- Experience in preparation of NCCD documentation as required under legislation. Or an interest in collecting data, informing processes and collating information in relation to requirements.
- Highly developed written and verbal communication skills.
- Demonstrated commitment to continued professional learning.
- Teaching content from a biblical perspective.
- Display high teaching and organisational skills.
- Develop a good rapport with students that is safe, challenging and conducive to learning.
- Display a high level of pedagogy and knowledgeable of core curriculum areas.
- Display competence in a range of teaching practices and resources to engage students effectively.

Personal Attributes

- Committed to the aims and ethos of Christ-centred education.
- Appropriate qualification or experience in social emotional and learning needs.
- Work creatively, passionately and actively engage students in the learning process.
- Demonstrate excellent interpersonal communication skills.
- Demonstrate classroom management that is consistent and proactive.
- Demonstrate competence in the use of technology in the learning environment.
- Collaborative team member.
- Demonstrate effective planning, organisational abilities and time management skills.
- Values initiative and flexibility.
- Consistently displays integrity, humility and wisdom.

School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.



Scope of the Position

Number of People Managed or Supervised: Nil

Annual Budget Expenditure Responsibility: As per budget

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents		✓		
Teaching Staff	✓			
Pastoral Staff			✓	
Administration Staff				✓
Building / Grounds Staff				✓
Principal / Heads of Site	✓			
Business Manager				✓
Board Members				
External Suppliers				✓
Compliance Bodies				
Other				✓

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee’s work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.



In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection policy*, *statement of commitment*, and *mandatory reporting policy*. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.