

Inclusive Education Coordinator 2024

0.2 FTE (14 hours per fortnight)



Preferred initial appointment worked as two half days per week.

Increased and ongoing employment may become available following successful engagement.

Position Summary

Established in 2016, Dunsborough Christian College is a young, small school set amongst the backdrop of Quedjinup bushland. Our mission is to cultivate a holistic, Christian and evidence informed education to prepare students for the 21st Century by providing a rigorous and differentiated learning experience for all students within an environment that fosters curiosity, discovery, creativity, and problem solving. The college is in a growth phase and is expanding its educational offering beyond K – 6 with the addition of secondary school; initially, Year 7 in 2024 through to Year 12 in 2029.

We aspire to see students graduate with confidence in the gospel, and confidence in themselves to engage the world as active citizens. Throughout their learning journey, students develop disciplines that enable them to become capable, resilient, independent learners and self-managers.

The college is seeking applications for a suitably qualified, experienced, and passionate Inclusive Education Coordinator, who can:

- Promote an inclusive culture and practices within the school community to ensure equity and excellence for students with learning difficulties and/or disability.
- Develop, lead, and manage the school's Inclusive Education Program in line with school, organisation, and legislative requirements.
- Form and maintain partnerships with parents, educational and specialist agencies, and community groups to support students with disability.
- Develop and support a high quality of teaching and adjustments for students with mental health concerns, learning difficulties and/or disability in accordance to related legislation and policies.
- Manage and coordinate the delivery of high-quality advice and support provided by CCM Inclusive Education and AISWA.
- Provide high quality advice to the school leadership team, classroom teachers and other school staff to develop, plan and implement effective reasonable adjustments for students with mental health concerns, learning difficulties and/or disability.
- Work positively with families/carers, school staff and external agencies to inform individual education and behaviour plans for students.
- Coordinate and provide intensive targeted teaching and/or in class learning support for students requiring intervention.
- Provide, support and/or coordinate case management for students who require extensive or substantial adjustments.
- Support classroom teachers and other school staff to access organisation or other external specialist services, professional development, and supports as needed.
- Coordinate and provide support for students with mental health concerns.
- Participate in school decision making processes as well as professional development to contribute to school goals, vision, and planning.
- Implement and coordinate school-wide systems including data systems to monitor students with disability and record the Nationally Consistent Collection of Data on School Students with Disability.
- Manage human, financial, facilities and curriculum resources to achieve goals.
- Use assessment data, evidence-based and best practice approaches to improve student learning, engagement, and achievement.
- Consistently teach and demonstrate Christian Worldview, Positive Behaviour Expectations and Growth Mindset.
- Engage with activities and duties beyond the classroom as required to support the development and expansion of the college

Qualifications, Skills & Abilities

- Relevant tertiary qualification from a recognised educational institution.
- Sound knowledge and practice of current reading and/or learning science research.
- Sounds-Write and Talk for Writing trained will be highly regarded.
- Youth Mental Health First Aid and suicide prevention training

- Current TRBWA registration and Working with Children Check.
- Ability to work with students and families from a range of backgrounds.
- Enthusiasm, patience, and experience to support students with diverse learning needs.
- Excellent interpersonal, written, and verbal communication and classroom management skills.
- High level of organisation and time management.
- Collaborates and contributes within the college team.
- Prepared to support students across a variety of learning environments outside of the classroom such as excursions and camps.

Personal Attributes

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with [Statement of Faith of CCM](#)
- An active faith and involvement in a local church.
- A proven lifestyle as detailed in the CCM enterprise agreement, Code of Conduct and that is founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community.
- High level of discernment, empathy and humility that supports a positive culture.
- Open and approachable manner when relating to people of all ages and backgrounds.
- Trustworthy, reliable and able to maintain confidentiality.
- Flexible and open to feedback from staff and leadership; always seeking to improve their professional practice.
- Shows initiative and uses problem-solving skills that support working in a developing environment.

WHS Responsibilities

Without exception, everybody at CCM is responsible for safety. Appointees to this role must ensure conformance to CCM and College values and policies in relation to workplace health and safety. This includes:

- Promote within your sphere of influence the importance of health and safety in the workplace.
- Be vigilant and alert to potential and actual safety risks and hazards in the workplace and take the appropriate action.
- Embrace an active reporting culture of hazards, incidents and near misses.
- Be vigilant for the safety of yourself, colleagues and students and do not hesitate to intervene to prevent an unsafe act or condition.
- Wear Personal Protective Equipment (PPE), if required.
- Understand and follow approved safety related policies and procedures.
- Participation in relevant training and induction sessions as required by the College.
- Reporting all incidents and/or potential hazards to the Safety Advisor and property maintenance staff as soon as possible.

General expectations

Cornerstone Christian College (Busselton and Dunsborough) staff are employed under the terms and conditions specified in the [Cornerstone Christian College Enterprise Agreement 2021](#) (unless specified otherwise in the job advertisement or position description). 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).

All staff will demonstrate a strong commitment to the ethos of Christian education, the aims of the College and act in accordance with the CCM Code of Conduct and other College policies, and expectations.

Child Safety

CCM is committed to promoting child safety, children's wellbeing and protecting children from abuse. An appointee to this role must comply with CCM's child safety policy and related policies and procedures (including the Code of Conduct), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children. Mandatory screening around suitability to work with children applies to every position.

Submitting an Application

Candidates interested in the position are encouraged to contact the College for further information and, subsequently, complete an [application form](#).

Submit your application by **Friday 26 April 2024** along with a covering letter and a copy of the following documents:

- Teaching qualifications.
- Copy of your current Teachers registration.
- Resume.
- Statements of service from previous appointments.

Please address your application to the Head of School and send to:
Human.resources@dcc.wa.edu.au