

Student Support & Inclusion Coordinator

Initial appointment 0.2 FTE (14 hours per fortnight)

Increased and ongoing employment may become available following successful engagement.



About Us

Nestled in the serene, coastal town of Dunsborough, Dunsborough Christian College stands as a cornerstone of faith, knowledge, and community. As a school within Christian Community Ministries (CCM), we are dedicated to cultivating an environment where students thrive academically, spiritually, and personally. Our story is one of unwavering commitment to holistic education, guided by Christian values and informed by the latest educational research.

At Dunsborough Christian College, we believe that education should nurture every aspect of a student's being. Our holistic approach integrates faith-based learning with evidence-informed educational practices, ensuring that our students are not only knowledgeable but also wise, compassionate, and grounded in Christian principles.

We use innovative teaching methods and the latest educational research to create a dynamic learning environment. Our curriculum is engaging and challenging, encouraging critical thinking, creativity, and a lifelong passion for learning.

We see our school as an extension of the family and the community. We actively involve parents, local organisations, and churches in the educational journey, creating a supportive network that enriches our students' lives.

As we move forward, we remain committed to our founding principles while continuously evolving to meet the needs of our students and the world they will inherit. Our goal is to prepare each student not only for academic success but for a life of purpose, integrity, and service.

In 2024, the College expanded into secondary school with our inaugural Year 7 cohort. The College will continue to expand by adding a grade each year to Year 12 by 2029.

Position Summary

Dunsborough Christian College is seeking a **Student Support and Inclusion Coordinator** to join our team. This part-time position (0.2 FTE) is primarily administrative and is essential in fostering positive student engagement and inclusion across the College. The successful candidate will oversee the administration of whole school programs such as Highway Heroes, Positive Behaviour Support (PBS) and Growth Mindset. Additionally, they will provide essential support to staff in developing student plans such as Individual Education Plans (IEP) and Behaviour Support Plans (BSP), coordinate the College's learning support arrangements, and ensure compliance with NCCD requirements.

Key Responsibilities:

- Lead the ongoing development and implementation of our PBS, Highway Heroes, and Growth Mindset programs.
- Support staff in creating and maintaining support plans such as IEPs and BSPs and intervention plans.
- Coordinate timetables for learning support personnel to provide effective learning support for students.
- Coordinate the College's NCCD administration in line with school, organisation, and legislative requirements.
- Collaborate with teachers and staff to foster an inclusive, supportive learning environment.
- Manage human, financial, facilities and curriculum resources to achieve goals.
- Use assessment data and evidence-based practices to improve student learning outcomes, engagement, and achievement.
- Participate in school decision making processes and professional development in line with school goals, vision, and planning.
- Form and maintain partnerships with parents, specialists, and community groups to support students.
- Assist with case management for students who require extensive or substantial adjustments.
- 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.
- Current TRBWA registration and Working with Children Check.
- Sound knowledge and practice of current reading science research.
- Training and experience with Sounds-Write, The Writing Revolution, and Talk for Writing will be highly regarded.
- Training and experience with the Positive Behaviour Support, Highway Heroes and Growth Mindset programs will be highly regarded.
- Strong organisational, time management, interpersonal, and communication skills, both written and verbal.
- Ability to work with students with diverse learning needs and families from a range of backgrounds.
- Collaborates and contributes within the college team.

Personal Attributes

- A pioneering spirit.
- 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; 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 Dunsborough Christian College and 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

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. An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with [Statement of Faith of CCM](#), which includes:

- 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 strong commitment to Christian education and a determination to serve God in a Christian school community.

Dunsborough Christian College staff are employed under the terms and conditions specified in the [Christian Community Ministries Schools Enterprise Agreement 2024](#) (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).

Child Safety

Dunsborough Christian College and CCM are committed to promoting child safety, children's wellbeing and protecting children from abuse. An appointee to this role must comply with the CCM Child Protection 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

Please complete the [application form](#) and submit by **27 September 2024** along with the following documents:

- Teaching qualifications
- Cover letter
- Resume
- Statements of service from previous appointments (if applicable)

Please address your submission to the Head of School and send to:

human.resources@dcc.wa.edu.au

We may consider filling the position before the closing date.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.