



Position Description: Trainee Teacher (CITE)

Level / Grade of Position: Assistant

Reports to: Director of Teaching and Learning

Prepared by: William Jackson **Date:** August 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 purpose of this role is to provide a learning, training and mentoring support program for a student who is training to be a teacher through their university program in partnership with the Eastern College Australia or Christian Heritage College CITE Alliance program at either a Masters (entry to practice) or Bachelor level teacher program.

The Trainee Teacher will work under the direction of the Mentor Teacher. Over time they will work with classroom teachers to help build an effective learning environment and support the delivery of differentiated curriculum. The role will assist in meeting a variety of learning needs and styles and provide individualised or small group instruction. The classroom experience of the role will be coupled with experiences in other areas of a school environment. The classroom and broader experiences offered will form a central component of the Teaching Assistant's learning and development as part of a recognised tertiary course of initial teacher training.

Key Responsibilities

- Promote and embed the Christian vision and mission of CITE Alliance Victoria and Maranatha Christian School.
- Ensure that personal conduct, whether during and outside of working hours, is consistent with the Christian beliefs and practices of the school.
- Demonstrate a Christ-like manner in your relationships with other Pre-service Teachers, staff, students and parents within the school community.



- Carry out all duties in a Christ-like, professional, competent and conscientious manner while seeking suitable opportunities to improve knowledge and skills, including through participation in relevant professional development.
- Work in partnership with CITE Alliance Victoria, Maranatha Christian School, Eastern College Australia (ECA) and Christian Heritage College (CHC) with a spirit of excellence.
- Attend a minimum of 75% of ECA/CHC and Insight sessions unless approved otherwise by the Director, CITE Alliance Victoria.
- Actively make progress towards the Australian Professional Standards for Teachers at a Graduate/Proficient Level.

Educational Outcomes:

- Collaborate with teachers to support the development of effective whole group practices, small group interventions, and individualised learning activities
- Support teachers in assisting student learning under supervision
- Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged in learning
- Assist teachers with tracking data to determine the learning progress of students
- Assist teachers to promote an environment of critical thinking and academic rigor under instruction
- Effectively support and lead small groups of students to achieve learning outcomes

Student Learning:

- Effectively work with students
- Gain increasing confidence in assisting students on an individual or small group basis in specific learning areas as directed by the Mentor teacher.
- Assist with the communication between student/s and teachers, particularly the interpretation of instructions when required.
- Emphasise the Class Teacher's instructions and keep the student on task
- Other duties as required

Student Assessment:

- Assist in the assessment of students in key learning areas as directed by the Mentor teacher.
- Assist in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
- Support the creation of accurate and confidential notes.

Student Wellbeing:

- Assist with the monitoring and maintaining of student wellbeing and welfare, including that of students with additional needs using their Individual Learning Plan
- Assist with yard duty and the supervision of students during recess and lunchtime in playgrounds, on excursions, in sporting activities, assemblies, drills and emergencies.

**Inherent Requirement of the Position:**

- Obtain enrolment and maintain satisfactory academic progress in **either** an ongoing Bachelor of Education course (up to four years) **or** Master of Teaching course (up to two years) at Eastern College Australia or Christian Heritage College
- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.
- Effective verbal communication

Professional Development:

- Actively make progress towards mastery of the Australian Professional Standards for Teachers (APST) at the Graduate level.
- Collaborate with and respond effectively to the guidance of the Mentor Teacher; notify the Mentor Teacher of absences in accordance with the school's leave policies and demonstrate punctual and professional conduct.
- Engage in the faith life of the school, including attendance at events such as staff devotions, worship and prayer meetings or equivalents.
- Consistently record observations, reflections and development targets, under the direction and support of the Mentor Teacher.
- Participate as fully as possible in school-based professional learning activities relating to the philosophy and practice of Christian Education.
- Where possible, engage with and participate in the co-curricular and social life of the school.
- Attendance at (if applicable) to school concerts and sporting events.

Administration Duties:

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat (if applicable) and end of year function



Person Specification

Qualifications:

- Successful completion of VCE and confirmed entry to the Eastern College Australia or Christian Heritage College Teacher program at Bachelor level or
- Existing Bachelor degree in another discipline and confirmed entry to the Eastern College Australia or Christian Heritage College Master level teacher

Experience:

- Nil teaching experience is assumed on commencement, however it is an expectation that experience will improve over time.

Personal Attributes:

- Integrity and Trust
- Interpersonal Skills
- Creativity
- Motivated, Enthusiastic and Supportive
- Meets timing deadlines

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: Nil

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents		✓		
Teaching Staff	✓			
Admin /Grounds Staff		✓		
Head of Secondary		✓		



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.