Application Guidelines

Position:	Education Support Officer / Co-educator
Tenure:	Part-time, contract position Co-educators work up to 5 days/week, with the hours/week varying depending on the class/es supported
Closing Date:	Monday 16th November 2026 at 4pm

How to Apply

1. Read the Job Description and assess your level of skill and experience against it
2. Prepare a cover letter outlining your suitability for the role as against the responsibilities detailed in the Job Description (1 page)
3. Prepare a resume including the names and details of two professional referees and one pastoral/personal referee along with their contact details.

About Immanuel Primary School

Ethos Statement

The Lutheran school is an agency of the Lutheran Church of Australia through which the church seeks to carry out its ministry to the people of Australia.

The specific ministry and mission of the Lutheran school is to provide quality formal education in which the Word of God informs all learning, teaching and activities and forgiveness and grace govern the relationships of the members of the school community. In order to fulfil this ministry and mission, the staff and management in the Lutheran school will be committed to the Christian faith. Therefore, staff will strive to develop an understanding of the Lutheran school as a community where all individuals are in service to one another because of what Christ has done for us.

School Context

Immanuel Primary School is one of the 85 systemic Lutheran schools in Australia that has God's Word at the centre of life. Through the Lutheran faith we share a history of schooling in Australia spanning 175 years.

Sited on the same campus as Immanuel College, Immanuel Primary School offers an exceptional range of programs, facilities and options for students as they pursue the ELC to Year 12 journey.

Immanuel Primary School is an innovation school that was accredited in 2004 by the International Baccalaureate (IB), for delivering the Primary Years Program (PYP) in an exceptional manner. Immanuel connects the strengths of spirituality and learning through celebration of the gospel and an outstanding educational program with a very active co-curricular program. Central to the approach at Immanuel Primary School is the belief of partnership with parents and teachers working together in providing the best possible environment and quality of care for all students. There are 700 students attending from ELC to Year 6.

Our Mission

It is the mission of Immanuel Primary School to be a supportive community where well-being is nurtured, innovative teaching empowers learners to take responsible action and the message of Jesus Christ is communicated and celebrated.

Our mission is taught, modelled and lived through the values of Respect, Flourish, Serve.

Job Description

1. General Co-educator Characteristics

1.1 Professional Attributes

A Co-educator at Immanuel Primary School displays:

- an appreciation of, and commitment to, the Christian values and Lutheran ethos of the School
- commitment to collaborate with class educators, inclusion educators and members of the school community to build a team environment that supports students' learning
- enthusiasm to support students in a way that is innovative, engaging and inclusive
- personal commitment to lifelong learning
- use of highly effective communication skills to build positive relationships
- belief in and commitment to ensuring the school's mission statement is lived
- responsibility for own professional development and using the outcomes to improve student learning
- ability to adapt to a changing environment
- passion and dedication with a growth mindset
- use of ICT to support learning
- knowledge of relevant law, regulations, policies and other specific functional knowledge.

1.2 Desired content knowledge

A Co-educator at Immanuel Primary School displays:

- knowledge of evidence based practices about how children learn to read
- working understanding of the PYP
- working understanding of curriculum and pedagogy
- an understanding of neurodiversity and strategies to support neurodiverse learners

2. Roles and Responsibilities

2.1 Objective

Co-educators at Immanuel Primary School are expected to fulfil the roles, accept responsibilities and meet appropriate duties as described within this statement; to do so in accord with the School's Mission Statement, aims and values, the IB Primary Years Program and the Industrial Agreements, thereby meeting the needs of students.

A Co-educator at Immanuel Primary School will:

- work within Industrial Agreements applying to co-educators
- work within the Code of Conduct, school policies, regulations and expectations as outlined in school documents
- work within the School Mission and Vision Statement
- work within Workplace Health and Safety Regulations and other external regulations governing the school
- nurture the Christian faith and life of the children
- exemplify and model the Christian lifestyle in and beyond the school
- assist teachers in preparing, implementing and supervising learning programs such as Literacy support, Numeracy support, EALD support and Enrichment Programs
- apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to the approval of the teacher
- assist with the collection, preparation and distribution of classroom materials and resources for activities and organise activities under the direction of the teacher
- deliver curriculum to children in groups or to individuals under the direction of the teacher
- assist teachers with student learning, including some evaluation and assessment of the learning needs of students
- supervise students with formally identified special needs
- provide yard duty and/or supervision support to teachers during break times

It is encouraged that all co-educators attend the following school events:

- The Parent Information / Welcome Night in February
- the Year 6 graduation service in December

2.2 Professional Relationships with Students

A Co-educator at Immanuel Primary School is responsible for:

- developing and maintaining supportive and caring relationships with students within an inclusive environment
- supporting students to develop and maintain strong relationships with each other
- encouraging students to develop a growth mindset
- valuing students as thinkers with their own emerging theories
- empowering students to feel responsible and motivated to take action and to serve, through questioning to support the students in developing concepts and meaning
- involving students actively in learning knowledge and skills
- developing and maintaining effective communication skills
- supporting students with strategies to develop executive functioning so that they can flourish in activities both inside and outside the classroom
- liaising with appropriate staff in supporting students with regulation strategies
- working with students to develop strong approaches to learning skills
- maintaining and implementing a current knowledge base of classroom organisation and behaviour management techniques

2.3 Professional Relationships with Colleagues

A Co-educator at Immanuel Primary School is responsible for:

- establishing and maintaining harmonious relationships with staff
- collaborating with staff to enhance learning and teaching
- promoting a non-discriminatory work environment

2.4 Professional Relationships with Parents/Caregivers

A Co-educator at Immanuel Primary School is responsible for:

- establishing relationships with parents and caregivers based on courtesy, mutual trust, respect and open communication
- respecting parents' and guardians' rights of inquiry, consultation and information with regard to their children

- respecting family privacy and treating information with an appropriate level of confidentiality
- respecting the uniqueness and characteristics of each student's family background
- maintaining appropriate contact with parents and the wider school community

2.5 Professional Growth and Development

A Co-educator at Immanuel Primary School is responsible for:

- actively seeking and participating in professional development in any of the above points which are considered by the co-educator and/or the school to require development.
- developing a habit of reflecting on practice

3. Training and knowledge

A Co-educator at Immanuel Primary School will maintain and provide evidence of:

- current Working With Children Check
- Responding to Risks of Harm, Abuse and Neglect training (RRHAN-EC)
- minimum Basic Emergency Life Support First Aid Training
- Child Safe Program training or willingness to complete upon appointment

4. Review and Accountability

The successful applicant will undergo a probationary period of three months during which time the Leadership Team will appraise his/her work.

Mr Stephen Jude (Principal)