

CURRICULUM SUPPORT OFFICER

PERMANENT

FULL TIME (7 HOURS PER DAY), TERM TIME



Position Details

Purpose of the role

To work within the College's Protestant, Biblical framework under the direction of the Director of Learning to maximise learning outcomes for students and support the operations of the College's Secondary campus.

About the position

At Westside Christian College, we believe that every child is a special creation of God. Our purpose is to nurture children of all abilities and beliefs in a loving, supportive environment that helps them learn about the world and themselves. We believe that all young people should have the opportunity to achieve, belong and feel cared for.

Westside Christian College has an opportunity for a highly motivated Curriculum Support Officer to join our Curriculum office and work collaboratively with the Director of Learning. Enthusiastic and professional individuals who thrive on challenges and possess a "nothing's too hard" attitude will flourish in this role. This position is permanent, for five days per week, term time only. Ideally, the successful applicant will have a minimum of 3 - 5 years of school administration experience.

Requirements of the position

As a Curriculum Support Officer you are part of a professional team of educators that have a passion for teaching young people. You have excellent communication skills, are team-orientated, show a willingness to embrace the challenges of a changing educational context, reliable and trustworthy and ethical. All of our staff understand, support and uphold the *Statement of Faith* that underpins our College ethos, which is listed in the online advertisement.

This position will perform a number of administrative and data entry tasks associated to student assessment and results. Key requirements of the position include:

- Demonstrated computer skills and the ability to use word processing, spreadsheets, database, internet and email packages.
- Experience in all aspects of administration and student services
- Well-developed verbal communication skills and the ability to produce accurate reports, letters and other written materials to a high standard
- High attention to detail, with exceptional organisation skills and ability to prioritise work
- Ability to work in a fast paced environment
- Ability to work collaboratively within a team environment as well as autonomously
- A strong work ethic and positive attitude

- Excellent interpersonal and communication skills, including the ability to interact effectively with people from a diverse range of backgrounds
- Ability to be flexible and take on new tasks as required.
- Follow all Workplace Health and Safety directions and requirements
- Assist in other administrative tasks as required to support the College from time to time

Highly Desirable skills include experience working with TASS, the QCAA website, QCAA Portal and Student Management. This position will also provide backup first aid support to students, and so if not already obtained, you will need to undergo the required first aid training and be able to deliver first aid support.

Applicants must be eligible to obtain a Blue Card before commencing employment with the College. Applicants must have a practising Christian faith and be actively involved in a church. For more information, please review the *Statement of Faith* and *Staff Lifestyle Requirements* available on the Application Form for this position, published on the College website.

The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

Position salary

The salary for this position will depend on the qualifications and experience of the successful applicant but will be in line with the relevant award.

How to Apply

Please complete the online application on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** providing any further information and how your skills and experiences make you an ideal candidate for this position
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

Contact details: recruitment@wcc.qld.edu.au

Closing date for applications: 5pm, 2 April 2020

Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,100 students located in Goodna Queensland.

Our staff work hard to care to help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities.

With the population in Western Brisbane/Ipswich expanding exponentially, this vacancy is an exciting opportunity for someone with experience and a passion for moulding young children to engage with. For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.