



EMPLOYMENT OPPORTUNITY

Currently available

LEARNING SUPPORT OFFICER SECONDARY (0.6 FTE)

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Learning Support Officer (Secondary)** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a part time contract (0.6FTE) position commencing 27 January 2021 and concluding on 9 December 2021
- NSW Christian Schools General Staff MEA 2020-2023
- Administration skills required
- Classification 3.1

Application documentation must include:

- Completed and signed Toongabbie Christian College General Staff Employment Application form, available at www.tcc.nsw.edu.au
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- All documentation must be submitted as a single PDF document
- Indicate in subject line the following: **Application: Learning Support Officer (Secondary)**
- Specific enquiries regarding this position may be addressed to Mrs Melissa Kuitert, Head of Learning Support Secondary on (02) 8863 2952 or mkuitert@tcc.nsw.edu.au
- Closing date: 14 December 2020 at 9.00am AEST

Selection process

- Following the close of applications, a committee will consider all applications and prepare a short list of candidates for interview.
- You will be contacted and informed whether your application has progressed to the interview stage
- Shortlisted candidates will be contacted by 15 December 2020
- Interviews for this position are scheduled for 17 December from 9.00am onwards.
- Shortlisted candidates must be available for the interview schedule as above.
- Commencement date – 27 January 2021.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.