



POSITION DESCRIPTION

EDUCATION SUPPORT

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website: <https://www.vcc.vic.edu.au/policies-and-publications>

INHERENT REQUIREMENTS OF THE POSITION

Contribute towards fostering an authentic Christian Community and upholding the Christian ethos and value of the College.

Participate in staff Devotions through personal testimony and bible study as required.

Personal conduct which is consistent with the Statement of Faith and contributes to the Christian witness of Victory Christian College.

6 Kairn Road, Strathdale, VIC 3550 (03) 5445 2600 admin@vcc.vic.edu.au

ABN 27 207 334 415 Reg. No. 1946

www.vcc.vic.edu.au

POSITION DETAILS

POSITIONS AVAILABLE

Part-time Education Support Officer

CAMPUS PLACEMENT

Victory Christian College is expanding, with a new campus set to open in Epsom in 2026. Applicants are invited to indicate their preferred campus (Strathdale or Epsom) as part of their application (included in Letter of Introduction). While every effort will be made to accommodate preferences, staff may be required to work across both campuses depending on operational needs.

DESIRABLE SKILLS & QUALIFICATIONS

- Certificate III or IV in Education Support (preferred but not a requirement)
- Passionate, motivated and caring
- Ability to work with either Primary or Secondary aged children
- Skills in implementing a range of student engagement strategies
- Experience in supporting children with ASD, ADHD etc
- Excellent Literacy and Numeracy skills
- Excellent interpersonal skills
- Current Working with Children Check
- Current Driver's Licence
- Anaphylaxis In Schools Certificate
- Asthma In Schools Certificate

DUTIES

- Work under the direction of and in consultation with the Homeroom Teacher
- Assist with the implementation of Individual Learning Plans
- Help to develop alternative or modified learning tasks and breaking down tasks and assignments
- Assist with student engagement and concentration
- Support and monitor students' appropriate use of ICT
- Develop and promote independent work habits
- Attend Student Support meetings, and other meetings relating to individual students
- Provide students with a safe environment
- Follow College Policies and Codes of Conduct
- Proactively monitor and support student wellbeing
- Exercise pastoral care that reflects College values
- Implement strategies that support a positive and Child Safe learning environment.

REMUNERATION

Time Fraction: Part-time, 0.83 EFT. 9.00am-3.30pm Monday-Friday

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020* plus 12% Employer Superannuation contributions and other entitlements as listed under this Award. **Support staff salaries are paid at 10% above Award rates.** Staff may salary sacrifice additional Superannuation.

Classification Range: Level 3 \$61,151FTE – Level 4 \$64,549FTE, dependant on qualifications and experience.

COMMENCEMENT DATE

Thursday 22nd of January, 2026.

APPLICATION PROCESS

1. Please submit the following via email (careers@vcc.vic.edu.au):
 - Letter of introduction
 - Current Curriculum Vitae
 - The email and telephone contact details of four referees (two professional, two personal)
 - Response to the following Key Selection Criteria
 - Signed [Child Safety Code of Conduct Declaration](#)
 - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: [Click Here to Complete the Application Form](#)

Please note: Applications will not be considered as complete until all items are provided.

KEY SELECTION CRITERIA

1. Experience and skills to help improve the learning outcomes of students at risk
2. Demonstrated ability to exercise initiative, but also work under instruction when required
3. High level communication and interpersonal skills which foster positive relationships with students, parents and staff.
4. Demonstrated Christian Faith and maturity and a high level of commitment to the Christian ethos and values of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 25th of August at 4pm.**

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- [Conditions of Employment](#)
- [Victory Christian College Statement of Faith](#)



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