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

POSITION DETAILS

Education Support Officer

CAMPUS PLACEMENT

Positions are available across both our Strathdale and Epsom Campuses.

DESIRABLE SKILLS & QUALIFICATIONS

- Certificate lll or lV 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.
- Other duties as directed by the Principal, Head of Campus or Education Support Manager.

REMUNERATION

Time Fraction: Part-time, 0.8 EFT. 9:00am-3:30pm Monday-Friday (negotiable)

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

Award Classification Range: Level 3.1 $64,056 EFT – Level 4.2 $71,011 EFT, dependant on qualifications and experience.

COMMENCEMENT DATE

Thursday 21st January, 2027.

APPLICATION PROCESS

Applicants are asked to submit the following:

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 access the Application Form

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. Well-developed organisational and teamwork skills, with a collaborative approach to supporting College programs, events, and student wellbeing outcomes.
5. 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 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

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