



Job Description

Title	Primary School Learning Support Coordinator
Reports to:	Head of Primary / Principal
EBA/Award:	South Coast Baptist College Teaching Staff Agreement 2024
FTE:	1.0 FTE
Employment Type:	Full Time, Permanent
Position Summary	
<p>South Coast Baptist College is seeking applications for a full time, permanent, Learning Support Coordinator across Kindergarten to Year 6. This 1.0 FTE position, is an opportunity to contribute to student wellbeing, learning support and success, ensuring that education support strategies align with best practice in inclusive education and pastoral care.</p> <p>The Primary School Learning Support Coordinator works collaboratively with teachers, education assistants, and leadership to develop and implement inclusive education strategies, ensuring individual students learning needs receive relevant support, adjustments, and interventions.</p> <p>The Primary School currently provides educational instruction and services to 680 students and is supported by a committed team of teachers, education assistants, and administrators. The successful candidate will work within the Primary School Learning Support area, under the guidance of the Deputy Head of Primary (K-2), Deputy Head of Primary (3-6), and Deputy Head of Primary (Wellbeing), and will assist with the oversight of Primary School Education Support Assistants.</p> <p>The College draws students from many of the surrounding suburbs, including Waikiki, Rockingham, Safety Bay, Warnbro, Baldivis, Port Kennedy, Shoalwater, and Cooloongup.</p>	
Areas of Responsibility	
<p>Curriculum Development:</p> <ul style="list-style-type: none">• This role involves identifying and coordinating support programs, liaising with external specialists, supporting teachers when writing Individual Education Plans (IEPs), and fostering a school-wide culture of inclusion and student wellbeing to enhance learning outcomes for all students.• Compliance & Policy Awareness – Ensuring staff understand legislative requirements related to learning support, including NCCD (Nationally Consistent Collection of Data).• Meet with classroom teachers to discuss students in their classes with additional needs• Teaching component – learning support lessons with groups of students• Meet with teachers and parents of Special Needs students, as requested• Oversee Learning Support Staff• Develop, create and collate resources to support students' needs <p>Professional Development:</p> <ul style="list-style-type: none">• Attend weekly staff and professional learning team meetings• Attend relevant Professional Development and provide ongoing coaching for Primary Staff on inclusive education, differentiation, and best practices in learning support.	



- Train Special Needs EAs in the use of various support programs, including Sounds-Write, Bond Blocks, VCOP and Social Skills lessons
- Wellbeing & Pastoral Care Training – Supporting staff with training on social-emotional learning (SEL), trauma-informed practice, and behaviour management strategies.
- Demonstrate a commitment to lifelong learning as part of the teaching profession, evidenced by development of programs and teaching methods.

Program Development:

- Wellbeing & Social-Emotional Learning (SEL) Programs – Coordinating initiatives to support student mental health, resilience, and self-regulation
- Inclusive Learning Programs – Develop and implement targeted programs for students with additional needs, such as literacy/numeracy intervention and social skills programs.
- Transition Programs – Designing transition support for students requiring additional support as they move between key year levels (e.g., Kindergarten to Pre-Primary, Year 6 to Year 7).
- Parental Engagement & Support – Leading workshops and providing resources for parents to support their child's learning journey at home.

Position Requirements – Education & Experience

Qualifications:

- A minimum of a Primary Teaching Diploma and bachelor's degree in education.
- Experience as a classroom teacher and ideally post graduate qualifications and / or experience in teaching and leading learning support in a Primary School setting.

Registration:

- Current full registration with the Teachers Registration Board of Western Australia (TRBWA).

Clearances:

- A current Working with Children Card and relevant police clearance.

Selection Criteria

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ability to maintain an organised, positive, and stimulating classroom environment that fosters learning and student engagement.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Recognise that the teacher is a role model and act professionally in all situations.
- Always act in the best interest of the College and its ethos.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies



- Reporting accidents and hazards
- Generally caring for own safety and that of others, including volunteers, students, and parents.
- A current First Aid certificate is desirable.

Application Requirements

To apply for this position, please submit the following:

1. Covering letter
2. Resume
3. Copy of current WWCC
4. TRBWA registration number
5. Copies of relevant qualifications, including academic transcripts
6. Proof of residency status
7. Recent reference from a pastor

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	