



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Staff Development and Research Coordinator</b> (Ref: Reach for our Purpose; Strategy 4)
Reports to:	Executive Dean of Staff Development and Strategy
EBA/Award:	SCBC Teaching Staff Agreement 2024
FTE:	FTE 0.2 (x2)
Remuneration:	Promotional Allowance Framework - Coordinator Allowance

### Position Summary

As part of our Strategic Plan *Reach for our Purpose*, South Coast Baptist College seeks to appoint two K–12 Staff Development and Research Coordinators. Each coordinator will support one sector of the College and will work under the guidance of the Executive Dean of Staff Development and Strategy, and in close collaboration with the Director of Research. Their main goal will be to help build and maintain a high-quality staff culture, in line with the College's Centres of Excellence Strategy.

The successful applicants will be part of a team that supports both staff professional development and staff wellbeing. They will also take part in innovative educational research aimed at improving teaching and learning. Their work will include coordinating teaching studios, offering tailored professional learning experiences that reflect the unique culture and needs of our College, and building strong networks with universities, consultants, Christian Schools Australia (CSA) and industry experts.

Importantly, this team will not carry out staff performance reviews. Instead, they will support line managers by helping to identify follow-up programs, coaching, mentoring, and professional learning opportunities that enable staff to grow and thrive in their roles.

The team will also be responsible for creating and supporting staff wellbeing programs, in consultation with the Principal and Executive Team, where appropriate.

A budget will be provided for this work and managed under the supervision of the Dean of Staff Development and Strategy.

### Job Description

This role focuses on building a strong, values-based culture for staff at South Coast Baptist College. The successful applicants will:

- Promote Christian Values**  
Ensure that all staff development programs reflect Christian values and contribute to a positive, caring culture.
- Lead Staff Development**  
Research and design a model for the SCBC Professional Development Program in consultation with each sub-school.
- Track Staff Growth**  
Set up tools (like a dashboard or audit system) to monitor and track staff development opportunities across the school.
- Support a Healthy Staff Culture**  
Help develop mentoring programs, quality training opportunities, and guide the staff self-review process, working closely with HR and school leaders.



**5. Explore New Initiatives**

Look into external programs that could strengthen staff morale and culture, working alongside the Director of Research.

**6. Support Staff Learning and Innovation**

Provide opportunities for staff to share ideas and improve their skills—especially in areas like technology—through teaching studios, presentations, and training.

**7. Enhance Staff Wellbeing**

Strengthen the current staff wellbeing program by identifying what's working, what's missing, and what other schools are doing well.

**8. Support Staff Induction**

Join staff induction sessions when asked by HR, the Principal, or the Dean.

**9. Effective Communication of Staff Development and Wellbeing Opportunities**

Develop well-designed documents that clearly explain the College's staff development and wellbeing initiatives.

**10. Work as a Team**

Regularly meet with the Dean of Staff Development & Strategy and the Director of Research to align goals and share progress.

**11. Report to Leadership**

Provide updates and reports to the Principal and Executive Dean as needed.

**12. Advance the College's Strategic Goals**

Help bring the College's Centres of Excellence vision to life by establishing and maintaining our 'Quality Staff Culture' framework as a distinctive hallmark of South Coast Baptist College.

**13. Coordinate Key Events**

Help organise the College's annual Staff Wellbeing Day with the team.

**Additional Duties:**

**1. Policies, Procedures, and Professional Skills Development**

- 1.1 Audit, update or develop policies, systems and strategies in relation to all aspects of this duty statement, and ensure up to date documents are maintained on the College Portal, working with the HR team.
- 1.2 Create opportunities for staff to build key professional skills and receive relevant training.
- 1.3 Collaborate with your team to research ideas and explore new ways to help staff grow in their roles.
- 1.4 Include important legal and workplace information in training, to make sure staff understand their rights and responsibilities.

**2. Staff Review and Support**

- 2.1 Help leaders mentor new staff in their first year, under the guidance of the Executive Dean.
- 2.2 Support the staff induction program for new teachers and operational staff, alongside the HR team, school leaders, and the Principal.
- 2.3 Work with the Dean, Deputy Heads, and Director of Research to support staff who need extra help through targeted development strategies.
- 2.4 Ensure all professional development efforts are aligned with the College's strategic goals.
- 2.5 Take responsibility for goal setting with new operational staff during their first nine months, unless a school leader is doing this and asks for your support.
- 2.6 Promote and model professional behaviour, referring to the Staff Code of Conduct, and help monitor staff presentation and standards.
- 2.7 Encourage staff to follow the College's Code of Conduct, maintain high professional standards, and present themselves appropriately.
- 2.8 Address any concerns or issues related to staff professionalism or presentation with care and clarity.
- 2.9 Help define the core principles of a Christian Quality Teacher Development program that fits the values and mission of SCBC.



- 2.10 Offer a variety of learning opportunities to help staff grow their skills and contribute positively to the College culture.
- 2.11 Partner with the ICT team to create training that improves staff confidence and ability in using technology.
- 2.12 Support other committees and teams when needed by helping to equip staff with the right skills for their roles.
- 2.13 Create and support initiatives that help maintain a Christian working environment for all staff.

Other duties as determined by the Principal and Executive Dean of Staff Development & Strategy in consultation with the Staff Development and Research Team.

#### Selection Criteria

- Qualification – Tertiary qualification in education, research, training and assessment.
- Registered with the TRBWA.
- Knowledge and experience - familiarity (or willing to learn) about professional accreditation requirements and professional development opportunities.
- Skills – Planning and organisation, high-level written and verbal communication skills, including the ability to prepare training materials, reports, and research proposals.

#### General Requirements

- 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.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.

#### Other Matters



**SOUTH COAST  
BAPTIST COLLEGE**  
*Thy Kingdom Come*

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:	