

Selection Criteria

Position Title: Student Learning Support Officer (Teacher's Aide)

Positions Available: Part Time Pre-Kindy (Wed/Thu/Fri during term time)

Commencement Date: Term 1 2026

Responsible to: Principal

Applications close: Applications will be accepted until 3pm Friday 5 December 2025
however suitable applicants will be interviewed as applications are received.

All applications with supporting documents to be emailed to employment@richmond.nsw.edu.au.

Essential Criteria:

- Maintaining a faithful walk as a disciple of the Lord Jesus Christ including an active involvement with a local Christian church.
- Commitment to Christ centred education and ability to equip students to live as disciples for God's glory consistent with our Statement of Faith, Vision and Mission Statements.
- Highly developed written and verbal communication skills.
- Understanding of relevant child protection legislation.
- Current Working with Children Check clearance.
- Current First Aid Certificate.

Selection Criteria:

- Qualification or working towards qualification in Early Childhood.
- Demonstrated excellence in providing learning support in an Early Childhood setting.
- Demonstrated commitment to collaboration and teamwork.
- Demonstrated commitment to ongoing professional development.

Personal Attributes

- Consistently displays a love for Jesus and others.
- Values initiative and flexibility.
- Consistently displays integrity, humility and wisdom.

Position Description - Student Learning Support Officer

Position Objective

To deliver high quality educational outcomes in accordance with the College's Vision & Mission Statements and Ballina Christian Education Association Ltd vision and objectives.

Vision Statement

A Christ centred learning community exploring and impacting God's world.

Mission Statement

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Inherent Requirements of Employment

- Leading and taking part in daily devotions with staff and/or students.
- Leading and taking part in prayer with staff and/or students.
- Demonstration of all core values and key elements as outlined in the College's vision, mission and staff attributes.
- Personally and continuously upholding the Christian Faith/Conduct principle within the Staff Code of Conduct.
- Applying the gospel values contained in the College's vision and mission to the relationships, activities and conversations that form the daily life of the College community.

Schedule of Duties

- Support student's learning at the direction of the Pre-Kindy Teacher, Head of School and other teaching staff.
- Assist teachers in preparation and implementation of learning activities, including the incorporation of Biblical theology.
- Support the implementation of individual education plans for students with additional needs.
- Promote and protect the Christian ethos and culture of the College.
- Participate as a member of the team to support the overall goals and objectives of the College.
- Promote a Christ centred, safe and courageous learning environment that maximises outcomes for individual students.
- Ensure that legislative requirements are achieved through the reporting of incidents and compliance with Work Health and Safety and Child Safety legislation.
- Provide personal assistance with student mobility, personal hygiene eg toileting and changing nappies and administration of medication as required.
- Participate in promotional events and evenings for the College.
- Participate in roster requirements and other administrative functions.
- Participate in formal and informal professional development courses during non-term time as requested by the Principal or Business Manager.
- Undertake training in Christian education.
- Represent the College in a manner that is consistent with the aims and objectives of the Ballina Christian Education Association Ltd.
- Complete allocated tasks on time and to the expected standards



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- Be prompt in carrying out directives given by supervisor.
- Comply with relevant legislative responsibilities.
- Playground supervision of students with additional needs.
- Assisting teachers on excursions.

Performance Appraisal

Performance Appraisal is conducted continually within the individual's Professional Learning Plan.

*** This description presents the major responsibilities required for this job title. The position may require the performance of additional duties as assigned. ***