



Selection Criteria

Positions: Secondary Education Support Staff including Science Laboratory Technician, Food Technology Assistant and Student Learning Support Officer (Teacher's Aide)

Positions Available: Full/Part Time (during term time)

Commencement Date: Term 1 2027

Responsible to: Principal

Applications close on Friday 28 August 2026 at 3pm 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:

- Relevant qualification and/or experience in education support.
- 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:

- Demonstrated excellence in providing learning and education support.
- 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 Descriptions – Education Support Roles

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

- Assist teachers in preparation and implementation of learning activities, including the incorporation of Biblical theology.
- 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.
- 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
- Be prompt in carrying out directives given by supervisor.
- Comply with relevant legislative responsibilities.
- Assisting teachers on excursions.

Student Learning Support Officer

- Support student's learning at the direction of the Learning Enrichment Teacher, Head of School and other teaching staff.
- Support the implementation of individual education plans for students with additional needs.
- Record information for NCCD.
- Playground supervision of students with additional needs.
- Provide personal assistance with student mobility, personal hygiene eg toileting and changing nappies and administration of medication as required.

Science Laboratory Technician

- Purchase items required for practical assignments and activities.
- Conduct and record written risk assessments for all practical activities.
- Prepare experiments including mixing chemicals and place equipment in the boxes provided.
- Clean up and pack away equipment used during practical activities.
- Maintain current Safety Data Sheets and inventory for all chemicals used within the classroom.
- Ensure all chemicals and storage containers are stable, labelled and stored correctly.
- Maintain order in the laboratory including storage cupboards and arrange replacement of broken equipment.
- Purchase and print exam papers in preparation for end of term exams.
- Conduct monthly laboratory inspections and record outcomes.
- Wash items required for practical activities as needed, including lab coats, and inspect for any damage.
- Promote and protect the Christian ethos and culture of the College.

Food Technology Assistant

- Purchase items required for practical assignments and activities.
- Conduct and record written risk assessments for all practical activities.
- Prepare ingredients for practical assignments and activities.
- Clean up and pack away equipment used during practical activities.
- Maintain order in the Food Technology kitchen including storage cupboards and arrange replacement of broken equipment.
- Purchase and print exam papers in preparation for end of term exams.
- Wash items required for practical activities as needed, including aprons and tea towels and inspect for any damage.

Performance Appraisal

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

*** This description presents the major responsibilities required for these job titles. The positions may require the performance of additional duties as assigned. ***