

CONCORDIA COLLEGE

# Application Guidelines

## ELC Administration Assistant

ELC, St John's Campus (Highgate)

# Vision

Inspiring and equipping hearts, hands and minds for a world of possibilities

# Mission

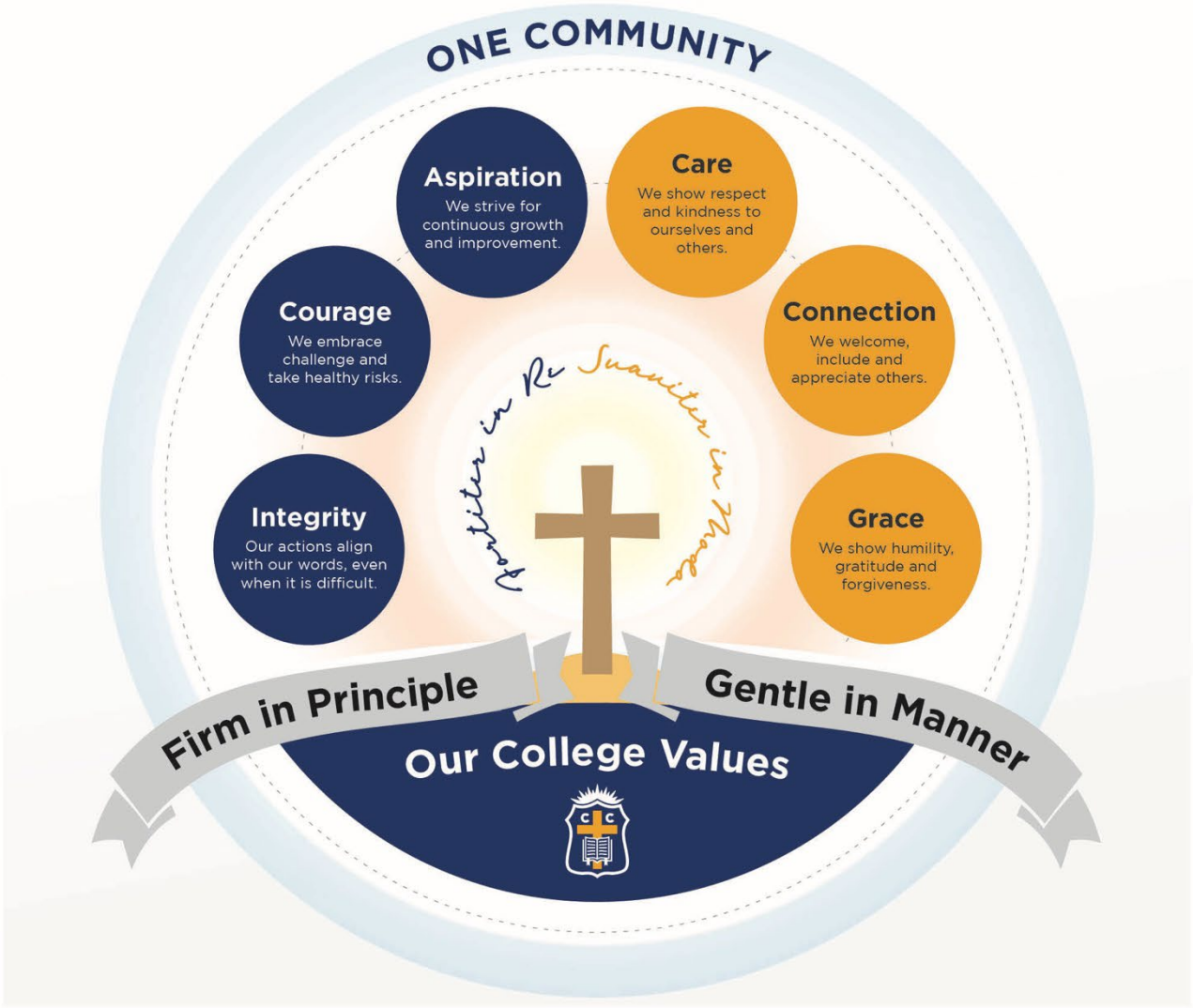
We aim to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, empowered by the love of Jesus Christ.

We seek to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

# Motto

*Fortiter in Re, Suaviter in Modo*

## Firm in Principle, Gentle in Manner.



# Background — The College

Concordia College has a rich history as an academic and caring school, encouraging and supporting young people to be successful, independent learners.

Our school was established in 1890 in Murtoa, Victoria as a boys' college and training ground for future pastors and teachers. Fifteen years later, it moved to Highgate, a beautiful leafy suburb just 5km southeast of Adelaide's CBD.

In 2016, Concordia College and St John's Lutheran School in Highgate, joined together as one College (ELC to Year 12). We amalgamated with St Peters Lutheran School at Blackwood, adding a third campus in January 2023.

- St Peters Campus, Blackwood – ELC to Year 6
- St John's Campus, Highgate – ELC to Year 6
- Concordia Campus, Highgate – Year 7 to Year 12

The ongoing development of the IB curriculum framework, the Australian curriculum, SACE, VET and the continuing exploration of new ways to use digital technologies in support of student learning are important components of the Strategic Plan of Concordia College. All students have access to a digital device. Current enrolment is approximately 550 students from ELC – Year 6 and 900 students from Years 7 – 12.



# The Curriculum Framework

## ELC

The Early Learning Centres (ELC) provide a safe and nurturing environment and is the first step into education at Concordia College from 3 years of age.

## YEARS R – 6

The St John's Campus offers the International Baccalaureate Primary Years Programme (IB PYP). It aligns with the Australian Curriculum.

The St Peters Campus offers the Australian Curriculum.

## YEARS 7 - 9

The Middle School has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It aligns with the Australian Curriculum.

## YEARS 10 – 12

Students complete the South Australian Certificate of Education (SACE). VET opportunities are supported.

These curriculum frameworks all promote student-centred learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school-organised service activities support this.

Connecting Learners • Empowering Learners • Challenging Learners

CONCORDIA COLLEGE

# Learning Well

**Learning Intentions and Success Criteria:** Clear and explicit statements relating to what students are learning, the purpose of their learning, and what achievement 'looks like'.

**Structure and Routines:** A consistent learning structure and set of routines are used to support student engagement, reduce cognitive load and assist the development of self-management, and emotional regulations skills.

**Relationships and Expectations:** A safe learning environment is established through modelling respectful relationships and upholding consistent expectations.

## Instructional Model

†

**Connecting**
**Empowering**
**Challenging**
*Learners*

## Wellbeing Model

**Inquiry:** Questions and authentic provocations are used to engage students in constructing knowledge, developing skills, and applying their understanding.

**Inclusion:** Strategies, activities, and interventions are selected, adjusted and used to support the engagement and progress of every learner based on their strengths, interest and needs.

**Feedback:** Diverse, regular and timely feedback opportunities are provided for students in assisting them to understand their learning performance and the next steps in achieving progress.

**Challenges**
Academic
Physical
Social
Psychological
Spiritual

**Wellbeing** is the **equilibrium** between the **challenges** an individual is facing, and the **resources** they have to face them.

**Resources**
Academic
Physical
Social
Psychological
Spiritual

Lutheran Education AUSTRALIA

## School Culture

Concordia College supports an environment that encourages the growth of each individual's spiritual, intellectual, cultural, social and physical capabilities.

The heart of Concordia College is expressed in our motto; Firm in Principle, Gentle in Manner. The education and growth of the whole person is central to the purpose of the College and is realised through high expectations within a culture of openness and forgiveness in a Christian community.

Concordia College is an inspiring school environment with professional, caring teachers who provide a firm foundation for students to engage with their learning and build relationships. We believe this is vital in allowing them to strive to achieve their best. This in turn, enables students to be positive contributors to the world through service to others, both locally and globally.

## Teaching and Learning

A teacher at Concordia College provides high quality, professional, inspiring and innovative teaching within a supportive community whose principles are underpinned by the values and ethos of Lutheran education. The interface between student wellbeing and engagement in learning is recognised as a key contributor to the holistic development of our students.

Our Instructional Model has a focus on collaborative approaches to teaching and learning to enhance student education and equip them for life beyond school.

Co-curricular, extra-curricular and service opportunities provide contextual and individual experiences for students to enhance the breadth and depth of their experiences.

## Why Join Concordia College?

At Concordia College, you'll be part of a vibrant, values-driven school community that supports both your professional journey and personal wellbeing.

- Inspiring Students
  Be energised by curious, motivated and engaged learners who are eager to grow and thrive.
- A Community That Cares
  Experience the warmth of an authentic, inclusive and supportive environment made up of passionate students, dedicated families and committed staff.
- A Team with Purpose
  Work alongside experienced and driven professionals who share a deep commitment to delivering excellence and enriching the student experience.
- Investing in You
  Grow your career through generous professional learning opportunities that reflect our strong belief in lifelong development.
- Outstanding Locations and Facilities
  Enjoy working in beautiful settings at Highgate and Blackwood, featuring state-of-the-art sports and learning facilities.
- Wellbeing Matters
  We prioritise the wellbeing of our staff by fostering a culture that values a healthy approach to work and life, supports opportunities to recharge, and actively listens to and respects staff voice.

# Applications

## Lutheran School Officer

College Operations Staff are classified as Lutheran School Officers under our Enterprise Agreement at Concordia College. A Lutheran School Officer provides high quality, professional, inspiring and innovative assistance within a supportive community whose values are underpinned by the ethos of Lutheran education. The Lutheran School Officer's priority is to ensure that support is carried out within the context of the Mission, Vision and Values of the College.

Student wellbeing and engagement in learning is vitally important in the development of students. The College's LearningWell Framework underpins evidence-based practices in learning and wellbeing and works in partnership with the College's Strategic Plan to realise our vision for education, through embedding key learning principles into our teaching and learning philosophy, programs and practices, to empower students for now and the future. It is the role of the Lutheran School Officer to support these expectations.

**ELC Administration Assistant**
**Ongoing - 37.5 hours per week, 41 weeks per year (39 school term weeks plus two weeks at the beginning of the school year)**
**Commencing January 2027**

We are seeking a proficient and enthusiastic ELC Administration Officer to join the Concordia College in 2027. This is an exciting opportunity to join a remarkable team that is dedicated to connecting, challenging, and empowering every learner in its community.

The ELC Administration Officer provides consistent, high-quality administrative support across the Early Learning Centres at both St John's and St Peters Campuses, serving as the primary administrative point of contact for ELC families and staff.

The role has a strong focus on enrolments, family liaison and health and medical compliance, ensuring effective day-to-day administration and meeting key regulatory requirements. Additional responsibilities include the coordination of stock, policies, calendars and events, supported through planned and scheduled administrative processes.

An important focus of the position is to progressively strengthen and align the level of administrative support at St Peters with the established practices and standards at St John's, through a considered and phased approach that supports both campuses effectively.

# Applications

The Role Description and Application Form for this position can be accessed on the College website, www.concordia.sa.edu.au, under 'About' / 'Employment'. If there are any questions about the position or the application process, please contact Reception, who can put you in touch with the appropriate person.

**Applications close 9.00am Friday 4 December 2026, however applications will be considered as they are received, so please apply as soon as possible.**

Applications will be accepted via email only to employment@concordia.sa.edu.au.
Please quote "ELC Administration Assistant – Your Name" in the subject line of your application email.

Applications should be addressed to:

Mr Paul Weinert
Head of College – Concordia College
24 Winchester Street
Highgate SA 5063

Applications should include the following:

- a completed Concordia College **Employment Application Form** (available from the College website)
- a brief **covering letter** outlining why you are interested in the opportunity to join Concordia College
- an up-to-date **resume** which includes a chronological summary of qualifications and positions held
- please attach a copy of your current RRHAN-EC, WWCC, First Aid and other relevant certificates.

# Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form and any who have not been nominated by the applicant. Applications that are incomplete may not be considered further.

Applicants will be selected for interview by the selection panel based on the assessment of their written application and details included in the general application form completed by all candidates.

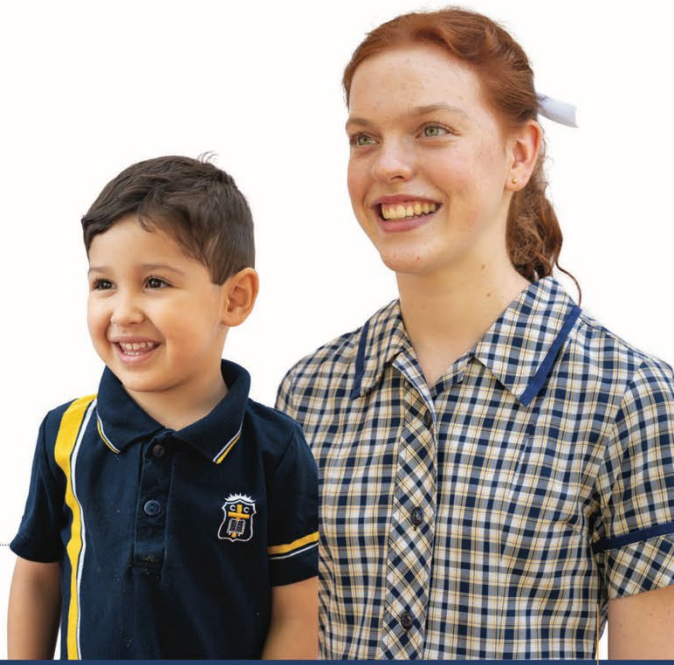
Applicants selected for an interview will be provided with additional information prior to the interview.

Applicants should be aware that interviews will be conducted at the Concordia College on dates to be determined by the selection panel. Interviews with interstate applicants will be conducted via video call.

In the first instance the respective merits of each of the applicants will be assessed against their written application. The interview panel will assess responses to questions asked at the interview, and performance on any other task which may form part of the selection process.

The selection process will be conducted by the selection panel with complete confidentiality.

Applicants should note that they may be required to undergo medical and/or psychological assessment prior to being appointed to the position.



## **Visit** *concordia.sa.edu.au*

### Highgate and Blackwood — ELC - Year 12


**St John's Campus (ELC-Year 6)**
20 Highgate Street
Highgate SA 5063
t. 08 8271 4299

**St Peters Campus (ELC-Year 6)**
71 Cumming Street
Blackwood SA 5051
t. 08 8278 0800

**Concordia Campus (Year 7-Year 12)**
24 Winchester Street
Highgate SA 5063
t. 08 8272 0444

e. mail@concordia.sa.edu.au
w. concordia.sa.edu.au



CRICOS: 00360J
CRICOS: 04084C