



Application Guidelines

Co-Educator (Learning Diversity) Administration Assistant

Semester 2 2025 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.

Values

Our values define our learning community and guide our relationships and interactions

- Our compassionate and connected community.
- + Serving others in response to the love of God.
- + Nurturing high quality teaching and learning.
- + Excellence in a spirit of humility and grace.
- + Creativity and innovation.
- Caring for the environment as stewards of God's creation.
- A global perspective shaped by hope and courage.
- + Resilience in embracing challenges.
- + Our unique heritage.

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 south east 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 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 Primary Schools offer the International Baccalaureate Primary Years Programme (IB PYP). It aligns with 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.





Learning Well

Learning Intentions and Success Criteria:

are learning, the purpose of their learning, and what achievement 'looks like'. Clear and explicit statements relating to what students

Structure and Routines: A consistent

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

Challenges

Academic

consistent expectations.

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

Psychological Physical Social

Spiritual

Instructional Model

Empowering Connecting hallenging

corners

Wellbeing Model

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

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

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

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

Resources

Academic Physical

Social

Psychological Spiritual



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.

Position Overveiw

Teaching

A teacher at Concordia College provides high quality, professional, inspiring and innovative teaching within a supportive community whose culture is underpinned by the values and ethos of Lutheran education. The teacher's priority is to ensure that learning and teaching encourages student engagement and 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 vision for our Instructional Model is to embed key learning principles into our teaching and learning philosophy, programs and practices, to empower students for now and the future.

At the College, the use of digital technologies supports varied approaches to enhance the learning experiences and outcomes for students. All Primary School students have a College supplied iPad, whilst all Middle and Senior School students have a College supplied laptop.

Lutheran School Officer

A Lutheran School Officer at Concordia College provides high quality, professional, inspiring and innovative assistance within a supportive community whose values are underpinned by the values and 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 vision for the College's Instructional Model is to embed 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.

Co-Educator (Learning Diversity)
St John's Campus Highgate
Ongoing position, approximately 18.75 hours per term week
Commencing as soon as practicable

Co-Educators are required to provide support and assistance to teachers with the delivery and preparation of the requirements of the College's curriculum, supporting students to achieve their personal best. This support will include working closely with individual and small groups of children on pre-prepared and structured programs under inclusive learning and classroom teacher direction.

Co-Educators are expected to nurture positive relationships with children, parents and colleagues. The role requires a high level of collaboration with colleagues to ensure the best possible outcomes for children.

As a member of a team, the successful applicant will show evidence of being collaborative and strongly supporting the ethos and values foundational to Concordia College.

The minimum qualification required is a Certificate III in School Based Educational Support (or equivalent).

Familiarity with inclusive education practices and / or experience in a school is an advantage.



Position Overveiw

Administration Officer St John's Campus Highgate Fixed term, part-time position, 32.5 hours per term week Commencing as soon as practicable

The College is seeking an experience Administration Officer to provide secretarial, clerical, administrative services and workflow support to the St John's Campus Leadership Team members. The Administration Officer is required to provide effective communication, efficient organisation and meets administrative duties in a timely manner. The Administration Officer works as part of a team and contributes to the smooth functioning of the Campus.

This position will coordinate the teacher reliefs on a daily basis, including the coordination of temporary relief teachers, all documentation and communication involved with this for the St John's Campus.

This position requires the ability to manage needs calmly and effectively, balancing several tasks during busy periods. The Administration Assistant will require a high level of digital technology competencies and accuracy for the needs of the role.

This is an important position which is dynamic and varied, requiring a high level of communication skills with teaching staff, Leadership, non-teaching staff and other community members.

As a member of a team, the successful applicant will show evidence of being collaborative and strongly supporting the ethos and values foundational to Concordia College.

An expectation of the role is to carry out the duties of the position in a manner consistent with the values of the College that enhances the standing of the College in the community. The ability to present professionally and maintain friendly interactions while following procedures will be essential.

Having experience working in a school will be viewed favourably.

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 25 July 2025, however, will be considered as they are received.

Applications will be accepted via email only to employment@concordia.sa.edu.au. Please quote "Position applying for – 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 consider 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

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

CRICOS: 00360J CRICOS: 04084C 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