ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

POSITION TITLE:	**Primary Stage Coordinator (K-2, 3-4, 5-6)**
REPORTS TO:	**Head of Primary**
WORKS CLOSELY WITH:	**Other Primary Stage Coordinators, Classroom Teachers, Academic Support and Wellbeing Staff**
COMMENCEMNT LEVEL:	**Position of Responsibility Level 1**
RELEASE ALLOCATION:	**7 Period per Fortnight**

Nestled in the vibrant Central West of New South Wales, Orange Christian School (OCS) is a thriving, non-denominational Prep to Year 12 co-educational school community committed to providing holistic, Christ-centred education. For more than 40 years, we have partnered with families to nurture the spiritual, academic, and personal growth of each student, ensuring every child is known, valued, and encouraged to flourish. At OCS, our culture is warm, relational, and grounded in faith. Staff work collaboratively as the body of Christ, supporting and encouraging one another while modelling Christian character and values in all aspects of school life.

Our vision is: *"To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God."*

Every member of staff plays a vital role in advancing this vision through their service, relationships, and commitment to excellence in Christian education. We are seeking passionate Christian educators who desire to make a lasting impact in the lives of students while contributing to a supportive and faith-filled learning community.

POSITION SUMMARY

The Primary Stage Coordinator is a committed Christian who demonstrates a vibrant faith in Christ through their character, relationships, and service. As a skilled teacher they will lead their stage team in curriculum implementation, effective teaching, student discipline and wellbeing. They support colleagues to strengthen classroom practice, out-of-class experiences, monitor student learning and provide a high standard and consistent, Christ-centred approach to student care and development.

Reporting to the Head of Primary and working closely with the other Primary Stage Coordinators, they contribute to Primary leadership and put agreed school priorities into practice. The role combines collaborative leadership, practical teacher support and partnership with parents and carers.

KEY CRITERIA AND PERSONAL QUALITIES

- A Christian who is striving to live a life in accordance with God's word (Deut. 8:3) and uphold a Christ-like lifestyle (Phil. 2:5).
- Willing and able to share their faith and articulate how it informs their role within the School (1 Peter 3:13-20).

- An active member of a local church community (Acts 2:42; Heb. 10:19-25).
- Understands that their conduct should be above reproach at all times (1 Tim. 3:2), recognising their role as a witness (Acts 1:8) and an ambassador for Christ (2 Cor. 5:20).
- Committed to encouraging and building up others as members of the Body of Christ (1 Cor. 12:12-27) to the glory of God (Matt. 5:14-16)
- Demonstrated effective classroom practice and knowledge of the Primary curriculum.
- Capacity to guide collaborative planning and use assessment evidence to improve learning.
- Strong relational and communication skills and the ability to provide constructive feedback.
- Organisation, initiative and willingness to work collaboratively within the Primary leadership team.
- Demonstrates the ability to work effectively under pressure and meet deadlines.
- Is organised, adaptable, and demonstrates initiative.
- Uphold Child Safe Standards, confidentiality requirements, and procedural fairness principles in dealing with school related matters.
- Holds appropriate tertiary qualifications and/or experience relevant to the role and maintains accreditation with NESA to teach in a NSW school.
- Is free from any reportable conduct matters, child protection concerns, and/or performance management or conduct issues. Any such matter must be disclosed during the recruitment process.

KEY RESPONSIBILITIES

Curriculum, Teaching and Learning

- Lead collaborative stage planning to ensure coherent curriculum coverage, progression and alignment with current NESA syllabuses and school priorities to deliver a Christ-centred education.
- Review teaching programs and records, provide feedback and follow up agreed actions to support curriculum compliance and effective delivery.
- Strengthen teaching through professional dialogue, modelling, sharing effective practice and supporting colleagues to implement agreed approaches.
- Lead moderation of assessment and student work to support consistent judgements and accurate reporting.
- Use assessment evidence with teachers to evaluate learning, refine teaching and coordinate support or extension with Academic Support staff.
- Support teachers to integrate a biblical worldview meaningfully into curriculum and classroom practice.

Primary Leadership and Team Development

- Work with the Head of Primary and other Stage Coordinators to implement school priorities and maintain continuity across stages.
- Lead purposeful stage meetings, communicate agreed decisions and follow through on team actions.
- Support colleagues, including teachers new to the stage, and identify professional learning and resource needs.
- Keep the Head of Primary informed of progress, emerging concerns and matters requiring further support or decisions.

Student Wellbeing and Parent Partnership

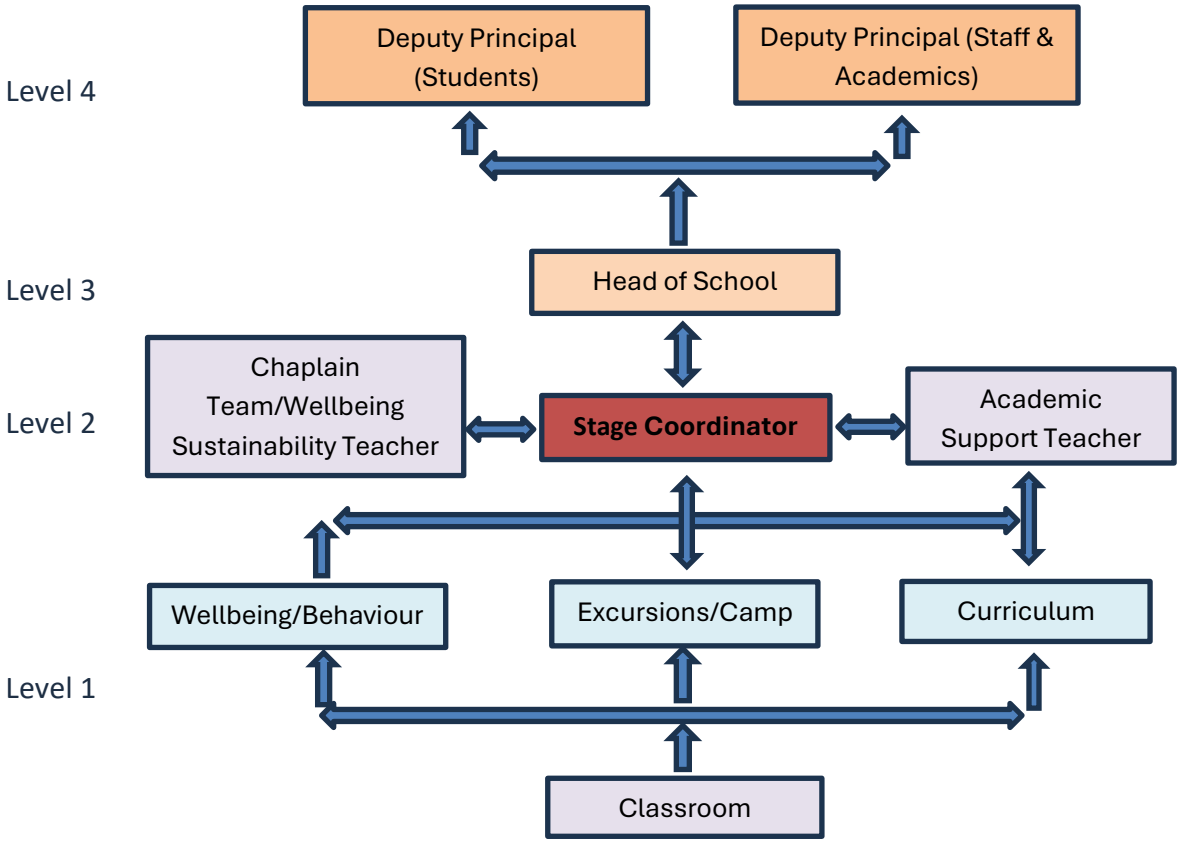
- Support teachers to establish consistent expectations for behaviour, attendance and student wellbeing, and coordinate responses to concerns requiring stage-level intervention.
- Work with families, Academic Support, chaplaincy and wellbeing staff to develop, document and review coordinated student support.
- Foster proactive communication with parents and carers about learning and wellbeing, and support teachers with complex conversations.

- Follow school safeguarding and referral procedures, maintain appropriate records and escalate concerns promptly.

Stage Coordination

- Coordinate student transitions and oversee stage camps, excursions and other learning experiences, with responsibilities shared across the team.
- Promote student leadership, service and belonging, and contribute to school events and other duties appropriate to the role.

SUPPORT AND ESCALATION PATHWAYS



Level 1: Classroom Teacher
Implements curriculum and effective teaching; manages routine student matters.

Level 2: Stage Coordinator
Leads stage curriculum and teaching improvement; coordinates support for ongoing student concerns.

Level 3: Head of Primary
Oversees Primary curriculum, teaching quality and student care; addresses significant or unresolved concerns.

Level 4: Relevant Deputy Principal
Provides executive direction for complex academic, compliance or student matters.

This pathway supports routine collaboration and escalation; staff may seek guidance at any stage. Urgent safety and safeguarding concerns must follow the school's immediate reporting procedures.

OTHER

- This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks, skills required for this role. This role should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools Teaching Staff MEA.
- Employees are required to follow any other role-related duties as requested by Head of School and be compliant on all relevant School Policy and Procedures.
- The School reserves the right to modify and adjust this role description to meet its operational and strategic needs and may review this role at the end of the year.

AGREEMENT

By accepting this role and signing the contract, you are agreeing that you understand the requirements, essential functions, and duties of this position at the School as outlined above

ORANGE
CHRISTIAN SCHOOL

GOD'S WORD IS TRUTH

Employment Application Form

Prep to Year 12

VISION:

To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Applicant's Name:

Position applied for:

Full-time: ◯ Part-time: ◯ Casual: ◉

Mandatory Requirements

Please return this form together with:

- ☐ Cover letter addressing requirements for the position
- ☐ Your resume
- ☐ Working With Children Check number
- ☐ Certified copies of relevant qualifications/ academic transcripts
- ☐ Letter from current minister/ pastor
- ☐ Any other supporting documentation
- ☐ NESA Teacher number + accreditation status (Teachers Only)
- ☐ Statement of Service (Teachers Only)
- ☐ Current First Aid (Prep Only)

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Principal's EA, Office **Email: ocs@ocs.nsw.edu.au**

Please complete in BLOCK LETTERS

QUESTIONS MARKED WITH AN ASTERISK (*) ARE OPTIONAL

Title:

Surname:

Given name/s:

Teachers only – NESA number:

REQUIRED FOR VERIFICATION OF WWCC

Date of birth: *Gender:

*Country of birth: *Nationality:

*Aboriginality

- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander
- None

*Marital status

*Children

IF YOU ARE CONSIDERING ENROLLING YOUR CHILDREN AT THE SCHOOL, INTO WHICH YEAR/S WOULD THEY BE ENROLLED?

Street address:

Suburb: Postcode:

State:

Phone: Mobile:

Email:

CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the Child Protection (Working with Children) Act 2012 (NSW) for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work.

Further details: **www.service.nsw.gov.au**

WWCC No. **Expiry Date**

CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended:

Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

Describe your habits regarding prayer and Bible study:

Please state, in a few words, your view of Scripture:

What is your motivation for working in a Christian School?

CHRISTIAN FAITH AND EXPERIENCE

Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

Describe your approach to creating a productive and effective classroom environment:

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? ◯ Yes ◯ No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) ◯ Yes ◉ No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations, or issues of which the school should be aware?

QUALIFICATIONS

Please attach copies of your qualifications to this application.

YEAR	QUALIFICATION:	SPECIALISATION	INSTITUTION

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history.

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? ◯ Yes ◯ No

If yes, please list:

Skills/ competencies that you possess e.g. First Aid Certificate:

Interests/ hobbies where you have special training or ability e.g. music:

Community or service groups you are involved with:

REFEREES

Please include details for at least one referee for each category below.
Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Professional Referees (Principal, Supervisor or Employer):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Professional Referees (Principal, Supervisor or Employer):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

- ☐ I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.
- ☐ I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.
- ☐ I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.
- ☐ I acknowledge that the School reserves the right to contact a Principal or relevant senior manager of a previous workplace in addition to the references I have listed.
- ☐ I acknowledge that I have received and read the Privacy Collection Notice – Employment (appendix to this application form).

Applicant's Name (print):

Signature:

Date:

- ☐ In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available, OR
- ☐ I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

ORANGE CHRISTIAN SCHOOL IS SUBJECT TO THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998. THE INFORMATION THAT YOU PROVIDE WILL BE USED FOR THE PURPOSE OF ASSESSING YOUR APPLICATION AND, IF SUCCESSFUL, FOR ADMINISTERING YOUR EMPLOYMENT AT THE SCHOOL.
THE INFORMATION WILL BE STORED SECURELY. FOR MORE INFORMATION, SEE THE SCHOOL'S PRIVACY POLICY, AND STANDARD COLLECTION NOTICE, AVAILABLE ON THE SCHOOL'S WEBSITE. IF YOU HAVE A CONCERN OR COMPLAINT ABOUT THE WAY YOUR PERSONAL INFORMATION HAS BEEN COLLECTED, USED, OR DISCLOSED, PLEASE CONTACT THE SCHOOL.