

## Secondary Academic & Careers Advisor (Coordinator 1 Position of Responsibility)



*“One Heart, One Vision”*

## The role

Due to the growth of the College, we are seeking to appoint an innovative, energetic and collaborative teacher to lead within the area of Academic and Career development for Secondary students and families. Suitably qualified teachers who have enthusiasm for and/or experience in the area of Academic & Careers development are invited to apply.

The ideal applicants will have a dynamic proactive approach to teaching, immersion into College life, enthusiasm for teaching young people and professional values. Being able to teach Modern languages or Science would be advantageous.

Ensuring high quality educational outcomes, to meet the highest possible standards for our students is part of our values and ethos. Teachers should be committed to their own professional development and expanding work practices to fulfil these values.

*This role is to commence in 2025.*

The Academic & Careers Advisor is essential in tracking academic achievement and providing clear goals and motivations for students to truly enjoy a life of purpose. They will lead a multifaceted program to address the academic and career needs of our students.

The Advisor will collaborate with staff, students, parents, the tertiary sectors and industry, to craft meaningful learning opportunities and experiences and provide advice that is future focused, timely and relevant.

The Academic & Careers Advisor reports to the Head of Secondary and Director of Studies and will liaise specifically with the Year Coordinators and a wide range of people and organisations.

The position entails the leadership of Academic Progression and Career Education at Mount Annan Christian College; being responsible for the academic tracking and goal setting and development of relevant career education programs in order to ensure students and parents make informed decisions about study and career progression.

The Advisor is an excellent communicator who can quickly and easily develop rapport with students, which helps them explore career goals and aspirations. They assist students to develop personal goals, which have a positive impact on raising their academic achievement and on their general wellbeing.

## Our ideal candidate

- Demonstrate enthusiasm for and/or experience in Academic Progression and Career Education
- Drive and track academic improvement in the area of literacy and numeracy from Year 7-12
- Demonstrate highly developed interpersonal and communication skills, and ability to build and maintain excellent relationships with staff, students and parents
- Work collaboratively within a team to lead in the further development of Academic Progression and Career Education
- Model, promote and represent the College's Vision, Mission and Values.

- Contribute to an innovative educational direction that exists within the College
- Design and monitor student goals to promote growth for each individual student
- Demonstrate comprehensive knowledge of curriculum and assessment
- Implement digital literacy with regard to application of pedagogy
- A current Working with children check
- Ability to assent to the College Statement of Faith
- NESA accreditation and a current WWCC approval number is required.

Our ideal candidate also acts with integrity, makes ethical decisions, and embodies our cultural traits and Christian values.

This is a full time, ongoing position based on 38 hours per week. The hours of duty are 8.00am to 4.00pm.

You must be eligible to work in Australia and continue, where required, to maintain any necessary work visas/permits and comply with all conditions to maintain your employment status while in Australia.

## Your team

The Secondary team at Mount Annan Christian College are a team of professionals who are highly trained in their field of expertise and have a passion for encouraging our students to reach their best academic and wellbeing potential. The Secondary team is led under the guidance of our Head of Secondary, Director Team, Heads of Faculty, Year Advisors and teaching staff who all work harmoniously to help our students prepare for their future.

Although staff are employed into a section of the College such as Primary, Secondary or Operations, we all work together and are fully integrated. Each employee forms their valued part of the overall College wide team, and we all strive for one goal.

The diversity and multi-talented professionals that form the MACC team allows our staff to expand and develop their skills and talents whilst furthering their career at MACC.

## Our offer

Our staff are at the heart of MACC's success, and we are committed to enabling them to perform at their best. We offer the following benefits:

**Investing in your growth and development is a key to our success.** We offer staff study assistance, internal and external professional development opportunities with industry leaders and professional associations, CPR and First Aid training and a range of leadership opportunities.

**We make contributions to your health and wellbeing** through subsidised yearly flu vaccinations, access to our free counselling service (Employee Assistance Program), social activities, staff celebrations and access to our onsite cafe.



**We offer competitive salaries**, 11% superannuation and a range of salary packaging options. We also offer a discount on college fees for staff who have children at the college.

**Leave provisions** including:

- > Annual leave loading of 17.5%
- > up to 15 days paid personal leave per year to recover from illness or injury or to care for a family member.
- > paid parental leave including maternity leave and adoption leave.

More information about our offer is available in the relevant **Independent Schools Multi-Enterprise Agreement 2021 (Teachers OR Support & Operational Staff)**

## How to apply

Apply now by emailing:

- ✓ Your tailored Resume
- ✓ A cover letter outlining your skills, knowledge and experience against the role description and our ideal candidate information
- ✓ Completed 'Employment Application Form'
- ✓ Certified copies of all relevant qualifications
- ✓ Number of years' experience & your current pay rate/classification (*teachers only*)

> Submit your application via email to [employment@macc.nsw.edu.au](mailto:employment@macc.nsw.edu.au) by 4.00pm on the closing date advertised.

> If you have any questions regarding this role or the recruitment process, email the contact officer [employment@macc.nsw.edu.au](mailto:employment@macc.nsw.edu.au) or phone (02) 4634 7474.

## Our work

Established in 1999, as a ministry of C3 New Hope Church, we are currently going through a new phase of growth and development.

Situated in the fastest growing region of Sydney, the Macarthur Region, MACC is competitively placed within the area offering moderate school fees, an Independent College from Prep to Year 12, Christian in ethos and delivers education with vibrant, motivated, and cohesive staff.

The college has achieved a well-deserved reputation for not only graduating great students but also developing a supportive, flexible, well-trained team of professionals that strive to achieve that highest level of customer service to our students, parents, guardians, and our wonderful staff.

With a high level of professionalism and a desire to achieve the best academically, we provide an innovative and visionary environment. Not for a generic purpose, but to enhance individual self-knowledge of gifts and strengths that can be utilised for lifelong learning.

For further information, please refer to the college [website](#).

## Our people & culture

Our vision is to provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose. We are committed to building on the strengths of each student to contribute effectively to society, creating pathways for future study and work. This is facilitated through a culture which is highly regarded as being a nurturing, caring and supportive community which provides a strong sense of belonging for each individual.

Our staff are engaged and committed to empowering individuals, strengthening, and nurturing community, equipping students, and providing a holistic approach to develop each individual.

The staff culture is cohesive, and team focused; with many staff having supported the college for years of faithful service. There are currently 150 staff with valued casual staff members supplementing the team when required.

Our staff belong to churches with a range of Christian denominations, and we provide opportunities, when hiring staff to work in a Christian environment, whilst showcasing their talents and professional excellence and attesting to our ethos and statement of Christian faith.

We are committed to:

- > Lifelong learning
- > Innovation and Creativity
- > Fairness and Compassion
- > Diligence and Discipline
- > Mission and Service
- > Respect

## Our students

Our students are respectful, enthusiastic, and well-mannered young people with a love for learning. Our catchment area is large, with many students travelling on our college buses to the campus each day.

We offer scholarships to our students excelling in areas of academia, sport, creative and musical arts, agriculture, citizenship, and innovation within STEM (Science, Technology, Engineering, Mathematics) education subjects.

Many of our students have grown up at MACC having started in Prep, moving right through to Year 12. MACC enrolls families, not just students. So parents, grandparents, relatives and friends are also invested in the education of our students.

## Our facilities



The college is set on 37 acres opposite the beautiful Mount Annan Botanical Gardens. The property is shared with C3 New Hope Mount Annan Church.

As a purpose-built college, reflective of the needs of students, staff and family, the long driveway off Narellan Road provides security and serenity in a rural setting.

The Agricultural plot is home to sheep, cattle, poultry and sustainable organic produce. The STEM Ed rooms are open and fluid providing a collaborative learning environment conducive to creativity and innovation.

Our AP Gray multi-purpose hall is sought after as a state-of-the-art basketball and sporting venue. This facility connects MACC to the community, providing opportunities to partner together in projects and events.

## Our goals

We aspire to:

- Be a leader in innovative learning.
- Develop the potential of each student.
- Be known as a leading school in the Macarthur area.
- Being a caring and nurturing environment
- Provide excellent academic results.
- Equip children to make a difference in the community.
- Continue to be a Christ centred education environment that prepares students for the future.
- Place value on every child and invest in their potential.
- Prepare students for their future of purpose.

## Statement of Faith

We believe:

- There is one God: God the Father, God the Son and God the Holy Spirit
- That God is his own sovereign will, created the heavens, the earth and all that is contained within the universe.
- I the deity of our Lord Jesus Christ, the son of God; we believe in his virgin birth, in his sinless life, in his miracles, in his victorious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, his constant intercession and in his imminent return.
- In the person and work of the Holy Spirit with his fruits and gifts available to the church
- The bible is the living word of God; infallible, authoritative, and everlasting, and the foundation of all Christian doctrine.



- In the existence of an evil spiritual being; the devil
- In the spiritually lost condition of all people and the essential need for the 'new birth' by faith in Jesus Christ
- In the baptism of the Holy Spirit as a gift available to believers subsequent to the new birth, with normal evidence of speaking in other tongues
- In the sacraments of the Lord's Supper and the baptism by full immersion in water for all believers
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting separation from God
- In the church being the body of Christ, and each member being an active part of a local church, fulfilling the great commission.

