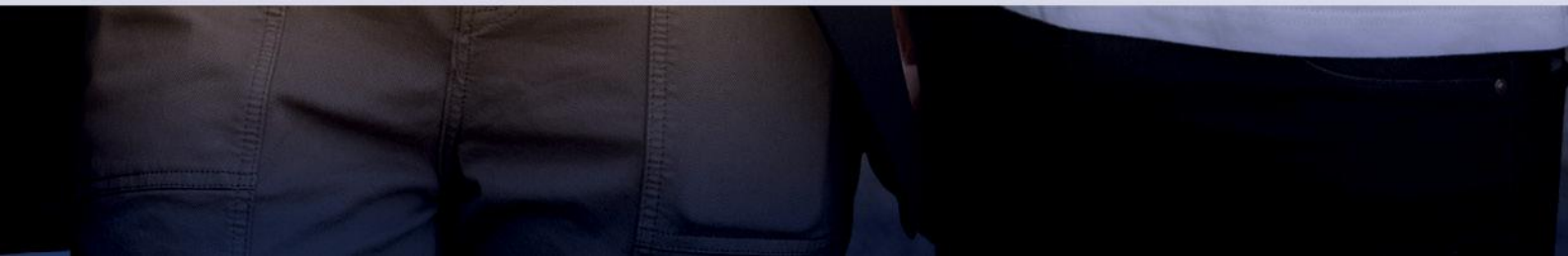


Join us at Heathdale

Serving with Purpose in a Christ-Centered Community





Introduction

Faith, Learning and Community

Heathdale Christian College is a vibrant learning community grounded in a Christ-centred worldview, where faith and education are deeply intertwined. At the heart of the College's ethos lies a commitment to nurturing students not only academically but also spiritually, morally, and socially. The Christian values of love, grace, integrity, humility, and service shape every aspect of school life—from the classroom to the playground, from leadership to community engagement.

The College fosters a culture where students and staff are encouraged to explore their God-given potential, develop a strong moral compass, and grow in their understanding of God's purpose for their lives. Through daily devotions and a curriculum infused with biblical principles, Heathdale equips students and staff to think critically, act compassionately, and lead lives of faith and character in a complex world.

This holistic approach to education ensures that students graduate not only with academic excellence but also with a deep sense of identity, purpose, and a heart for serving others.

Equally vital to this mission is the College's staff culture, which reflects the principles: "humble, hungry and smart" – originating from Patrick Lencioni's book, 'The Ideal Team Player.' Staff members model humility by placing the needs of students and other staff and the broader community above personal recognition, fostering a spirit of collaboration and grace. They are hungry to grow—professionally and spiritually—demonstrating a deep commitment to continuous improvement and excellence in their calling. And they are people smart, cultivating strong relationships through empathy, wisdom, and effective communication. This culture of servant leadership and teamwork ensures that Heathdale remains a place where both students and staff thrive in a supportive, purpose-driven environment.







Werribee Campus

Established in 1982, the Werribee campus is where Heathdale Christian College has its origins. Over the decades, it has grown into a dynamic and comprehensive learning environment that caters to students from 3-year-old Kindergarten through to Year 12. Nestled in Melbourne's west, the campus is known for its strong academic programs, vibrant co-curricular offerings, and nurturing Christian culture. It provides a seamless educational journey, allowing students to grow in faith, character, and knowledge from their earliest years through to graduation.

Melton Campus

Launched in 2014, the Melton campus extends Heathdale's mission into the fast-growing western corridor of Melbourne. Serving students from Prep to Year 12, Melton offers a close-knit community where families experience the same high-quality Christian education and values that define Heathdale. With modern facilities and a passionate team of educators, the campus continues to expand and innovate, supporting students in their academic and spiritual development.

Together, both campuses reflect Heathdale's commitment to cultivating lifelong learners who are grounded in faith, equipped for service, and prepared to make a meaningful impact in the world.

Meet our Leaders

Senior Leadership



Ross Grace
Executive Principal



Yvonne Harvey
Principal of Primary - Werribee



Deborah Letcher
Principal of Secondary - Werribee



Iain Belot
Principal of Melton



Graeme Hallett
Director of Learning and Teaching



Anthony Coghlan
Director of Student Wellbeing



Andrew Ballesty
Director of Business



Cameron Clark
Head of Operations and Systems

Deputy Principals



Daniel Lee
Deputy Principal of Primary - Werribee



Daniel Deroon
Deputy Principal of Secondary - Werribee



Nick Kopitschinski
Deputy Principal of Melton

People and Culture Team



Rose Tukufuka
People and Culture Advisor



Martiza Mejia
Talent Acquisition Advisor



Vera Palacios
People and Culture Administrator

Joining our Team

From Application to Belonging

At Heathdale Christian College, we are committed to employing staff who reflect our Christian values and contribute to a culture of humility, growth, and relational wisdom. Our recruitment process is designed to ensure that each candidate is assessed fairly and thoroughly, with consideration for both professional capability and alignment with our Christ-centred ethos.



Our recruitment process includes the following stages:

1. APPLICATION

Interested in applying for the role? Submit your application via the online recruitment portal on our College website at heathdale.vic.edu.au/employment. Please keep your resume and cover letter accessible. We'll also ask a few questions so we can learn more about you and your experience.

2. SHORTLISTING

After reviewing every application for relevant skills and experience and alignment with Heathdale's values, we'll contact shortlisted candidates to move into the interview stage.

3. INTERVIEWS

Our interview process typically involves three rounds. First and second round interviews focus on your suitability for the role, cultural fit, and often a demonstration of your gifts and talents. The People and Culture Team are here to support you and is always happy to answer any questions as you prepare.

After reference checks, the preferred candidate will have the opportunity to meet with our Executive Principal to talk about how personal and College values and mission align.

4. ONBOARDING

If you're offered the role, congratulations! Our desire is to set you up for success from day one. That means walking with you through our onboarding process, making sure you feel prepared and are welcomed into our community.

What happens if I'm not successful? At Heathdale, we do our best to notify all candidates via email or phone call if they are unsuccessful. We really value your time and effort applying for the role and wish you all the best for your future endeavours.

For any recruitment enquiries, please email recruitment@heathdale.vic.edu.au

Please note that the process may vary at times depending on the College's timelines and operational requirements.

STUDENT WELFARE
POSITION DESCRIPTION

REPORTING TO: **Student Welfare Coordinator**

CAMPUS: **Melton**

TENURE: **Permanent Part Time 0.8 FTE/4 days**

INTRODUCTION:

At Heathdale Christian College, we believe that every student is created in the image of God and is therefore of great value and worth. As a Christ-centred learning community, we are committed to supporting the holistic development of each students' spiritual, academic, emotional, social and physical journey, and to nurture their wellbeing within a caring Christian environment.

To support this vision, our Student Welfare team provides professional care, guidance, and support to students, staff, and families. We are seeking a compassionate and suitably qualified Student Welfare Worker to join our Melton campus and contribute to this important ministry.

Members of the Student Welfare team serve the College community through a biblical worldview, offering support, encouragement, counsel, and wisdom grounded in Christian faith. This role involves working collaboratively with staff and families to promote the wellbeing of students and to help them flourish emotionally, socially, and spiritually.

Heathdale Christian College is a co-educational Christian day school with campuses in Werribee and Melton. Staff are expected to work in alignment with the College's Statement of Faith and Values and actively support the Christian foundations, ethos, and practices of the College.

As reflected in Psalm 139:14, we believe that each person is "fearfully and wonderfully made." In recognising this, the College has developed a Student Wellbeing Team that supports students in their safety, dignity and belonging at the school.

The Student Wellbeing Team includes three key areas:

- Health – lead by the College Nurses
- Student Welfare – lead by the Student Welfare Coordinator
- Learning Enhancement – lead by the Learning Enhancement Coordinators

Each team works collaboratively under the leadership of the Director of Student Wellbeing to ensure students are supported in a holistic and integrated way that reflects our Christian values and care for the whole child.

KEY OBJECTIVES:

- Support the holistic wellbeing of students by providing social, emotional and spiritual care within a Christian framework.
- Strengthen student wellbeing through early identification of needs and timely intervention and support.

- Contribute to a safe, supportive and Christ-centred school environment where a student's sense of safety, dignity and belonging are upheld.
- Partner effectively with families, staff and external agencies to support students experiencing challenges or risk factors.
- Promote positive student development through opportunities for growth, leadership and belonging within the school community.
- Support the College's commitment to child safety and student protection.

KEY RESPONSIBLITIES:

- Provide wellbeing support, including assessment and appropriate short-term counsel for students who are self-referred or referred by parents or staff.
- Offer a supportive listening presence for students and assist with referrals to appropriate internal supports or external agencies when specialised or ongoing support is required.
- Partner with parents, teachers and relevant staff to support students identified as at risk, with the aim of achieving positive educational and wellbeing outcomes.
- Contribute to the development, delivery and evaluation of proactive wellbeing initiatives, programs and workshops that support students' social, emotional and spiritual development.
- Maintain accurate, secure and confidential records of student interactions and wellbeing support in accordance with College policies and privacy requirements.
- Work collaboratively with teachers and relevant staff to support the ongoing pastoral care and wellbeing of students.
- To fulfil the expectations and requirements of being one of the College's Child Safety Officers, adhering to mandatory reporting requirements.
- In collaboration with the Student Welfare Coordinator, liaise with the Campus Principal and Director of Student Wellbeing to provide guidance and information to staff supporting students requiring additional care or intervention (e.g. loss, grief or significant life challenges).
- Remain informed of current legislation, best practice and compliance requirements relating to child safety and student wellbeing.
- Participate in relevant school activities, including assemblies and other events, as part of the broader life of the College community.

KEY RELATIONSHIPS

KEY PERSON/S	PURPOSE
Student Welfare Coordinator	• To ensure that student wellbeing is maintained and to brief the coordinator with an overview of current case load of students, and planning for proactive work
Student Welfare Team	• Collaborate on the development of proactive programs and workshops • Communicate on current needs of students for effective cross-collaborative response work
Year Level Coordinators, lead	• Collaborate with the year level coordinators in the pastoral care for students

staff, homeroom teachers	• Communicate about students who may be presenting with welfare needs • A support role in facilitating restorative practice mediation sessions between students • To be available to participate in School Assemblies
Director of Student Wellbeing	• To ensure that a holistic approach to wellbeing is being conducted.
College Nurse and Learning Enhancement Coordinator	• Communicate and collaborate on students who may be presenting with additional or complex health and learning needs, ensuring that a holistic approach to wellbeing is being conducted.
Students	• Provide wellbeing support, including assessment and appropriate short-term counsel for students who are self-referred or referred by parents or staff. • Offer a supportive listening presence for students and assist with referrals to appropriate internal supports or external agencies when specialised or ongoing support is required
Campus Principal	• Communicate on new and ongoing child safety concerns as part of the role of a Child Safety Officer • Communicate any complex student cases as part of case management

CHILD SAFETY

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

This role is for a member of the College-wide Child Safety Officers. This is aimed at protecting children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website:
https://www.heathdale.vic.edu.au/about/policies/

COLLEGE EXPECTATIONS

At Heathdale Christian College, all staff are expected to:

- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.

- Contribute to the efficient and effective functioning of their team\s to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, aiding team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

FAITH COMMITMENT

As a Christian school, Heathdale Christian College is committed to providing Christ-centred education and care within a biblical worldview. Staff are expected to actively support and uphold the Christian mission, values and ethos of the College in their professional practice and interactions with students, staff and families.

Applicants for this position are expected to:

- Demonstrate a personal commitment to the Christian faith and support the mission and vision of the College.
- Model Christian character and values in relationships, conduct and professional responsibilities.
- Support students in their faith development and encourage respectful engagement with the Christian life of the College.
- Work collaboratively with staff and families in a manner consistent with biblical principles and the College's Statement of Faith.
- Participate in aspects of the spiritual life of the College community where appropriate (e.g. prayer, devotions, assemblies, staff spiritual enrichment days, or pastoral initiatives).

All staff are required to work in alignment with the College's Statement of Faith, Statement of Beliefs and Core Values, and demonstrate a willingness to contribute positively to the Christian culture of the College.

REMUNERATION

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Student Wellbeing or their nominee

QUALIFICATIONS AND EXPERIENCE

- Minimum of degree qualification in a youth work, mental health or counselling related field.
- Prior experience working in a similar-type role within a school setting is highly desired.
- Excellent written and verbal communication skills with the ability to communicate sensitively and respectfully with a variety of stakeholders.
- Demonstrated ability to work independently and autonomously
- Demonstrated ability to work well as part of a team.

- Valid WWCC ‘E’ & Police Check.