



Join us at Heathdale

Serving with Purpose in a Christ-Centered Community



Introduction

Faith, Learning & 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 of the Ideal Team Player: humble, hungry, and people smart. 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 the original home of Heathdale Christian College. 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

People & Development Team

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
& Teaching



Director of Student
Wellbeing



Andrew Ballesty
Director of Business

Deputy Principals



Daniel Lee
Deputy Principal of
Primary - Werribee



Daniel Deroon
Deputy Principal of
Secondary - Werribee



Nick Kopitschinski
Deputy Principal of
Melton

People & Development Team



Rose Tukufuka
People & Development
Lead



Martiza Mejia
Recruitment Lead



Vera Palacios
People & Development
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

& Development 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.



LEARNING ASSISTANT POSITION DESCRIPTION

REPORTING TO : Director of Student Wellbeing

CAMPUS : Melton

TENURE : Permanent Part Time

INTRODUCTION

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton being Prep to Year 12.

Learning Assistant Positions will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

KEY OBJECTIVES

This role is to offer support and assistance to students that have a range of specific needs. This position also assists the class room teachers to successfully implement the curriculum and school programs. Your role will enhance and develop the learning opportunities for students.

KEY RELATIONSHIPS

- Director of Student Wellbeing
- Learning Enhancement Coordinator and Staff
- Learning Assistant Support Officer
- Staff
- Students



KEY RESPONSIBILITIES & DUTIES

Key Responsibilities

- Liaise and support teachers as they implement various approved forms of programs that support year level curriculum, assessment and reporting, and events.
- Assist teachers to engage students in each curriculum area as the College embraces changes going forward.
- Offer practical helps for staff in classrooms as they utilise and become familiar with approved programs.
- Prepare and support staff during timetabled classes and work alongside teachers to support student learning.
- Liaise with supervising staff and carry out all duties effectively.
- Provide assistance to students to participate in educational activities, liaising closely with teachers.

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.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

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

In addition

- Assist in events and productions, special occasions, assemblies, end of year events, etc.
- Meet regularly with Learning Enhancement Coordinator or delegated representative to discuss scope of work and progress.
- Any other duties as directed by the Principal, Senior Staff Member or their nominee as required.
- Attend camps as required
- Attend Learning Support Group meetings, as required.



OTHER DUTIES

Any other assigned duties may be directed by the Learning Enhancement Coordinator or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all times.

COLLEGE EXPECTATIONS

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives, and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days.
- 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\ to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to 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.

REMUNERATION

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Student Wellbeing.



MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum Certificate III in Education Support / Children Service's
- Excellent written and verbal communication skillset
- Demonstrated experience partnering with and engaging a diverse range of internal stakeholders
- The ability to work on a flexible basis and to work with various teaching staff and students
- Working with Children Check 'E'
- First Aid/Anaphylaxis qualifications
- Current Police Check

ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Learning Enhancement Coordinator & LE staff	Report to and work with the Learning Enhancement Coordinator and LE staff	On a 'as needs basis'
Learning Assistant Support Officer	Report to and communicate with Learning Assistant Support Officer as they support you in your role of assisting teachers as they educate students, managing resourcing for student learning, and liaising with teaching staff	On a 'as needs basis'
Staff	Work closely with the teachers and assistants to assist student development.	On a 'as needs basis'
Students	Work closely with students to ensure they are growing in their learning	Regular