



Position Descriptions: **LEA National Connect Coordinator (Secondment)**
LEA National Equip Coordinator (Secondment)

1. **Position title:** LEA National Connect Coordinator OR LEA National Equip Coordinator
2. **Reporting to:** LEA Executive Director
3. **Accountable to:** LEA Executive Director

4. Context

Lutheran Education Australia Ltd (LEA) is committed to the mission and ministry of the Lutheran Church of Australia (LCA) through supporting quality, Christ centred education in Lutheran early childhood services and schools. It operates on behalf of the LCA in partnership with regions, schools and early childhood services (ECSs) in pursuit of this vision. Accordingly, it:

- encourages and supports the spiritual and professional growth of its ECS and schools
- promotes and develops high standards of teaching, learning and leadership
- represents Lutheran ECSs and schools at national and international levels in matters affecting school leadership
- develops and maintains national policies and resources which take into account appropriate school, regional and ECS responsibilities
- maintains effective communication and information links with the LCA, Australian Lutheran College (ALC), regions, schools and ECSs – and with the wider community

The LEA national office is part of the LCA churchwide office community and in conjunction with other LCA departments works towards the fulfilment of the church's mission and ministry aims.

5. Key position requirements

The LEA National Connect or Equip Coordinator is a member of the LEA national office and is responsible for the provision of professional support for Lutheran education through the management of the staff formation programs (Connect or Equip) for staff in Lutheran schools and early childhood services.

Major accountabilities:

Under the direction of the Executive Director, and in cooperation and liaison with other LEA staff, the various Regional Executive Directors of Lutheran schooling within Australia and their relevant officers, and other leaders in the church, the incumbent is required to manage a collaborative and nationally consistent approach to the successful completion of the following in respect to **either**

Connect or Equip:

- a) ensure that LEA accreditation policies and formation programs are being implemented consistently in all schools and ECSs
- b) manage the staffing accreditation process as established by BLEA, and monitor staff compliance with the requirements on behalf of the Board.
- c) undertake the assessment process for ePortfolios in collaboration with ALC
- d) support regional formation leaders and ALC staff in the implementation and delivery of staff formation programs
- e) maintain online resources to support formation programs
- f) promote ongoing theological study opportunities with ALC

6. General responsibilities

The incumbent is required to:

- maintain current registration as a teacher in a state or territory of Australia
- work in the environment of the LCA/NZ and actively identify with and understand the needs of the Church and its whole community, especially Lutheran schools and ECSs

- uphold LEA's commitment to ensuring the health, safety and welfare of all children who engage with the Church and its agencies. Take all reasonable measures to nurture children and protect them from harm and ensure compliance with all legislative requirements for the prevention of harm to children including maintaining a current Working With Children Check.
- uphold the LCA Standards of Ethical Behaviour and Valuing Safe Communities standards
- abide by LCA and LEA policies and comply with accreditation requirements and procedures as applicable
- observe and comply with the LCA and LEA Work, Health & Welfare policies and procedures
- maintain the right to work in Australia
- reflect on and plan for personal, spiritual and professional growth in alignment with Growing deep
- confidentiality regarding sensitive information is an essential requirement of the position
- attend professional development activities and meetings of the national and regional offices as required
- perform other duties as determined by the LEA Executive Director from time to time.

7. Term of employment

This position is fixed-term part-time on secondment from a Lutheran education community in Australia. Details to be negotiated with the current employer and incumbent.

Estimated commitment:

- 40 hours for training and transition at mutually convenient times between 4 September to 14 October 2023
- 2 days per week 16 October to 22 December 2023

The position may be based in the Lutheran education national office (North Adelaide, SA) and/or the Lutheran education community the incumbent is seconded from.

All employees may be required to travel to different locations within Australia to fulfil the requirements of their position.

8. Hours of work

The incumbent is required to work the hours required in order to fulfil and achieve the roles and responsibilities applicable to this role.

9. Employment conditions

The arrangements will be consistent with the existing conditions of the seconded staff member.

The current employer (eg school/ECS/regional office) will be reimbursed at an agreed rate to ensure operations are not financially disadvantaged in any way.

The terms of agreement will be detailed in a letter of offer to the principal (or equivalent) and the individual being seconded.

10. Key Selection Criteria

1. an active communicant member of the Lutheran Church
2. service with distinction within Lutheran education and an intimate knowledge of what makes Lutheran education distinctive
3. an excellent communicator with the ability to work effectively with diverse teams
4. current Accreditation as a teacher (At) in Lutheran education. Accreditation as a leader (Al) is desirable.
- 5.

Connect	Equip
Excellent facilitator of learning with experience of Connect	An outstanding Christian studies teacher with extensive teaching experience
Demonstrated experience supporting new staff to explore and reflect on their role and contribution to the Lutheran identity and mission of their school or ECS	Current accreditation as a Christian Studies Teacher in Lutheran education (Ac or Acl) plus advanced understanding of the Christian Studies Curriculum Framework
Advanced ability to analyse and describe the ways Lutheran theological perspectives can shape practices in an ECS, school or classroom	Advanced understanding and ability to articulate the theology, biblical literacy and pedagogy for planning, teaching and learning in Christian Studies

HOW TO APPLY

Written Expressions of Interest. An applicant is welcome to submit one Expression of Interest for both the Connect and Equip roles.

Applicants are to prepare a written application which includes the following:

1. Clear indication of applying for Connect OR Equip OR both Connect and Equip
2. Curriculum Vitae
3. A response to each of the Key Selection Criteria - no more than 1000 words in total (unless applying for both Connect and Equip in which case 1200 words in total)
4. A letter of support from their current employer (e.g. Principal, Regional Director) who will also act as a referee
5. The name and contact telephone for a Lutheran Pastor to act as a referee
6. The name and contact telephone for one other referee

Expressions of Interest are to be emailed to:

Assoc Prof Lisa Schmidt
Executive Director, Lutheran Education Australia
LEAdirector@lutheran.edu.au

Expressions of Interest close: 5.00pm on Monday 7 August 2023

If you have any questions prior to submitting an Expression of Interest, please feel free to contact Associate Professor Lisa Schmidt via email at LEAdirector@lutheran.edu.au.