INTRODUCTION TO BRINDABELLA CHRISTIAN COLLEGE, CANBERRA

VISION STATEMENT

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence.

BACKGROUND

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian School in the North of Canberra. It enjoys a reputation of being ‘student centered’, with excellence in pastoral care. The College has recently extended its offer to include ELC to Year 12 and is developing a second campus at Charnwood. It is one of a few ‘mid fee’ independent schools in Canberra offering a fully integrated educational program.

For over thirty years Brindabella Christian College, formerly O'Connor Christian School has provided a holistic approach to education based on Christian values and beliefs.

Beginning with 2 teachers and 29 students in 1980, Brindabella Christian College now covers two campuses in Charnwood and Lyneham with over 60 teachers and 850 students and in excess of 100 babies and children in the ELC’s. Our students are taught to pursue a life of wisdom, integrity, service and excellence in and through Christian Education. The Lyneham campus is currently the largest campus. It has 750 students K-Year 12, with an additional 75 children in the ELC. The Charnwood campus, located approximately 12km away, is a small school at present, mostly Kindergarten and Year 1 students with a composite class of Years 2, 3 and 4 (52 students). The Early Learning Centre (ELC) enjoys strong enrolments (approx. 90 children from 6 months to 4 years). Charnwood is likely to expand in the near future to include up to Year 6 and in the longer term to Year 12.

Preparing young people in a rapidly evolving world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person’s life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offer of a high quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT.

VALUES

As a Christian school we value –

Wisdom, Integrity, Service, and Excellence
**Mission**

Brindabella Christian College will achieve its vision by:

- Offering a ‘high quality education’ with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

**Immutable Tenets**

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection

**Operational Philosophy of the School**

The core work of Brindabella Christian College is to provide to students a high quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

In order to achieve this, the College is aiming to review and improve academic programs, make changes to the organisational structure including staff appraisal and review and to improve professional development for staff, maintain pastoral care for students, and employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

**Governance**

Brindabella Christian College is governed by the Board of Directors. The Board has four (4) directors who are responsible for setting the strategic view, the schools’ policies, philosophy of the school and regulatory compliance.

Five committees are operated by the Board –

- Executive
- Finance Committee
- Governance and Risk Committee
The Principal, appointed by the Board, assumes overall responsibility for the day-to-day operation and management of the School.

The desire of the Board and the Principal is to appoint a Director - Early Learning Centres (there are two centres, one at the Lyneham Campus and the other at Charnwood Campus), who is accountable to the Principal for the management and oversight of the ELC’s through the provision of high quality, innovative, engaging 21st century curriculum that complies with National Quality Framework (NQF) standards and is consistent with the College’s strategic plan, vision, values, mission and tenets. This position will be part of the College's Executive Staff.

**DIRECTOR – EARLY LEARNING CENTRES**

The position is a full-time, three (3) year appointment, with six (6) month probation and a two (2) year roll-over option.

Commencement date: 4 January 2017

Location: Lyneham campus (with travel between both campuses)

Responsible to: The position of Director, Early Learning Centres works collaboratively with, and is directly responsible to, the Principal and ultimately the Board.

**PURPOSE**

The Director, Early Learning Centres, shall be a member of the College Executive staff and shall support the Principal in upholding and engaging the vision and strategic plan of Brindabella Christian College and in particular in the provision of a Christ-centered education through the WISE vision and philosophy (see separate document provided) and in accordance with the National Quality Framework (NQF) standards and ACT Childcare Standards. The Director ensures that a Christian community and culture is developed and an excellent standard of education is delivered to the children.

**RESPONSIBILITIES**

The Director, Early Learning Centres, shall be responsible to the Principal and take responsibility for:

- Assisting and advising the BCC Principal in the management and oversight of the Early Learning Centres
- Providing regular reports to the Board
- Actively fostering the Christian ethos of the College, building partnership and links in the community that improve service provision to parents
- Leading by example in serving the needs of the College and the Lord Jesus at BCC
- Working with initiative to support and lead enhanced learning opportunities for staff
- Demonstrating excellent administration skills
• Managing communication involving students, parents and staff with sensitivity and integrity
• Assisting with the development of the BCC Early Learning Centre Strategic Education Plan as part of the T1 to Year 12 planning mechanism
• Implementing a Christ centered high quality, innovative, engaging 21st Century curriculum across the ELC that complies with National Quality Framework (NQF) service standards.
• Ensuring that the National Quality Framework (NQF) standards and ACT Childcare Standards requirements are achieved. This includes overseeing the NQF Licensing Processes and the Quality Improvement Plan in consultation with ELC staff
• Liaising with the BCC Enrolments Officer regarding ELC enrolments and representing the ELC in parent interviews for children’s enrolment into the BCC ELCs as well as coordinating liaison with parents and managing transition programs for the children including Orientation Programs
• Liaising with parents regarding ELC children’s care, maintaining positive reciprocal relationships, quality control and oversight of information sessions for parents and that parent newsletters are maintained and consistent across the ELCs
• Managing personnel functions including staff rosters, leave requests and relief staff for each centre
• Assisting the Principal to recruit and interview new staff
• Leading and encouraging team work amongst the staff of the BCC Early Learning Centres. Supervising staff allocations and workloads in accordance with the ELC staff’s strengths, interests and training
• Facilitating staff professional learning, ensuring that staff are supported to access appropriate qualifications under the NQF requirements
• Overseeing staff meeting agendas and minutes and facilitating staff communications within and between teams
• Ensuring all forms and templates are maintained including safety checks, programming and planning, parent surveys, policies and procedures
• Oversight of children’s records including enrolment and attendances, CCB/CCR administration requirements, WHS requirements and record keeping of children’s illnesses, accidents and medication
• Building partnerships and links in the community that improve early childhood learning to parents, contributing positively to the development of early childhood education locally and globally and looking for ways to collaborate with others in the Early Childhood sector to address issues affecting Early Childhood
• Oversight of the physical environment of the Centres, ensuring they reflect BCC ELC’s philosophy and aim to be Christ centered, organized and professional
• Providing support to the BCC Principal on matters as delegated
• Providing professional support to the Administrator of Outside of School Hours Care (OOSHC)
• Liaising with the Administrator of the OOSHC program regarding staffing matters from time to time
• Ensuring NQF standards are adhered to in the OOSHC program in conjunction with the OOSHC Administrator
• Other duties as determined by the Principal
Appraisal/Review Conditions

The Director, Early Learning Centres will undertake a performance appraisal annually by a review panel, which includes the Principal.

Additional information and requirements

Variable Duties/Hours:
This position is also responsible for the management and oversight of the Outside of School Hours Care (OOSHC) program which currently operates on both campuses after school. It is expected that the Director will provide professional support to the Administrator of the OOSHC program. Additionally, the Director is required to participate fully in the life of the School and represent the College as required at external meetings in a proactive and professional manner.

Teaching Requirements:
The Director has no scheduled teaching load, but would be expected to teach as a relief teacher in the Pre-Kindergarten.

Transition and hand-over:
Current Director will be available to stay on to lead the accreditation process which is due for one campus in 2017. Additionally, transitional hand-over is available on request from current Director.

Salary and Leave Entitlements:
In addition to the annual salary, a Director allowance and car allowance (78 cents per km) will be paid. Three weeks annual leave plus Christmas and New Year weeks.

Selection Criteria

Applicants for the position of Director, Early Learning Centres must be able to demonstrate high-level performance against the following essential and desirable criteria:

Essential Selection Criteria

**Qualifications**
- Completed professional teaching qualification/s in Early Childhood Education
- Current Teacher Registration in the ACT or able to be registered

**Knowledge, Skills and Experience**
- Commitment to continue intentional teaching based learning alongside play based learning
- Excellent communication with staff, parents, babies and small children
- Sound knowledge of Early Years Learning Framework and National Quality Framework (NQF) with the ability to articulate your knowledge, understanding and expectations to other members of the team
- Aware of current legislation and change
- Visionary (as ELC’s may expand)
Experience with Rating and Assessment

**Faith Basis of Employment**

- Demonstrated ability to ensure that the Biblical World view is integrated into the curriculum and teaching based on the infallible Word of God
- Act consistently with the Christian content within both the ‘Faith Basis of Employment’ statement within the College letter of offer and the Multi-Enterprise Agreement (both documents are available from the School’s website)

**Desirable Selection Criteria**

- Previous Director experience
- Experience in teaching based learning alongside play based

**Key Result Areas for Director**

For the information of applicants the key result areas of the role are included below. It is especially important for the successful appointee to have a strong willingness to work together with the Board and the Principal as well as the two Assistant Directors to build a sense of belonging, team and community.

**Monitor the Performance of Students in the Early Learning Centres**

- Support staff to ensure the validity and reliability of internal assessments
- Support staff to optimise progress and level of achievement for each student
- Maintain regular contact with staff and families to help with implementing practices which meet children’s needs
- Attend Professional Development and stay updated with best practice
- Support staff to ensure all external information (for example, medical reports) is effectively analysed

**Accountability for Teaching and Learning**

- Implementation and management of the Teaching and Learning Framework (as applicable) of the College
- Support staff to implement the Teaching and Learning Framework within the ELC
- Staying up to date with current practices in the Sector
- In all areas of managing, teaching, supporting and planning, consider the aims, goals and objectives of the BCC ELC Philosophy
- Manage and implement a comprehensive induction program for all new staff
- Set clear expectations upon employment
- Allocate mentors and staff to support new staff
- Oversee staff performance appraisal
- All staff complete an annual appraisal which includes developing a Professional Development plan
- All staff meet with at least the minimum standard of department / team function,
pastoral care and classroom teaching
- All staff comply with the service standards (National Quality Framework)
- Ensure that the College’s expectations concerning success criteria, progress / success checks and time scales are explicitly communicated to staff
- All staff have an appropriate professional development plan for the next twelve month period

**Strategic Planning and Organisation Management**

- Refer to the service Statement of Philosophy when setting directions, planning curriculum and in every day practice and decision making.
- Provide strong leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan
- Ensure the efficient and effective operation of the Early Learning Centres, including the framing of budgets and the administration and adherence to that budget once approved
- Take responsibility for Quality Improvement Plans
- Apply for and administer grants for specific purposes where appropriate
- Prepare and manage centres for licensing and accreditation process. Be contact point for licensing authorities during licensing and accreditation process. Report to licensing authorities against National Quality Standards

**Marketing/Promoting the College**

- Ensure the professional presentation of the Early Learning Centres, their tone, appearance, reputation, observance of College rules and relationships with the local community. Maintain staff adherence to these requirements by regular communication and example. Work on building community relationships by seeking projects in the local community
- Oversee the Early Learning Centres continued development including areas of marketing and public relations
- Take a proactive role with the Marketing Team to promote the College to the wider community by flagging priorities and assisting them to ensure through enrolment and promotion processes against agreed sequences
- Represent the College at external meetings in a proactive and professional manner
- Co-ordinate all Early Learning Centre events and special occasions, and see that they are incorporated onto the master calendar and planning documents prepared by the college

**General Responsibilities and Other Duties**

- Attend all requested meetings of the School Executive
- Liaise with the Chief Operating Officer, Property Manager and IT Help Desk regarding maintenance of the Early Learning Centre properties as required
- Manage the OSHC programmes in consultation with the OSHC Director
- Conform with and uphold all health and safety policies and procedures of the College, and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the College
- Perform the duties of the Fire Warden
Oversee organisation of safety checks, ongoing evacuation and lockdown procedures and policies

Communicate all Health and Safety Policies and Procedures to all staff and ensure they are upheld

Ensure cleaning rosters are being maintained and upheld and by Room Leaders / Teachers

Orders and purchasing of resources

Daily information relayed to parents and carers after communication from Room Leaders/Teachers

Any other duties described by the Principal from time to time

Create and ensure that the work environment in the Early Learning Centres satisfies the principles of an anti-discrimination and equal opportunity legislation and how they would apply in a workplace. Be able to describe the principles of equal opportunity and valuing diversity

**Behaviour Competencies For Director**

**Faith basis of employment**

- Ensure that the Biblical World view as stated in the BCC Statement of Faith is integrated into the curriculum and teaching, and all interactions
- Oversee the implementation of the BCC Biblical Living Curriculum within the Early Learning Centres
- Facilitate organisation of Annual Staff retreat
- Lead and attend prayer and devotions
- Conduct annual staff appraisal with each staff member, with reference to the ‘Faith Basis of Employment’ and ‘Lifestyle Agreement and Intention to Continue’ statements
- Fully support the ‘Faith Basis of Employment’ and ‘Lifestyle Agreement and Intention to Continue’ statements within the College Letter of Offer and the Multi-Enterprise Agreement
- Leadership and role modelling in living out the faith statements in the BCC Statement of Faith and Faith Basis of Employment and Lifestyle and Intention to Continue Statements

**Manage and lead the early learning centre staff in their teaching and learning roles**

- Implementation and management of the Pastoral Framework of Responsibilities
- Oversee the Pastoral Care shown to staff amongst staff and to parents and children
- Ensure their level of Pastoral Care responsibility is clearly communicated to all staff, and providing support where needed
- Support staff with the following elements of their learning plan in place for each student in the Early Learning Centres:
- Progress document / file recording current information about learning and performance targets, level of achievement and evidence of recent progress
- Any concerns are discussed with staff and appropriate support put in place
- Support staff to ensure that:
  - The targets of the teaching and learning plan are met
  - Learning time is both maximised and appropriate
- Interruptions are minimized
- Student leadership opportunities are maximized
- The learning environment supports learning
- Communications, meetings and assemblies involving the School community focus on and emphasise the value and principles which drive decision making within the College

**Team development**

- In consultation with the Principal if required, oversee all aspects of staff management including appointment, dismissal, care and professional development of Early Learning Centre and OSHC staff
- Receive initial enquiries and employment applications. Forward to Principal if deemed appropriate or necessary
- Discuss significant staff management issues with Principal
- Maintain appropriate levels of staffing
- Ensure casual pool of staffing is appropriate and well maintained
- Source PD opportunities for all staff, approve staff PD requests where possible
- Manage and facilitate staff support. Ensure that all staff have a mentor in place
- Be available to meet with staff regularly both formally and informally
- Take responsibility for the general supervision of Early Learning Centre staff, and provide support to Outside of School Hours Care Director in supervising OSHC staff
- Manage own time between campuses to address areas of greatest need where necessary. Maintain effective communication with Assistant Director to achieve this outcome.
- Manage staff welfare including:
  - Induction / orientation for all new Early Learning Centre staff is consistent with an agreed process
  - Plan, manage and implement all relevant staff and team meetings and retreats
  - Receive complaints / concerns from staff and follow up appropriately
  - Conduct regular staff / professional development meetings and briefings within the Early Learning Centres
  - Be available to discuss staff welfare concerns. Monitor staff welfare by spending time in rooms and staying in touch with staff. Offer private conversations when appropriate, and referral if needed. Manage staffing levels and room placement to maximise staff welfare.

**Special requirements**

- Hours of work outside Early Learning Centre and Outside of School Hours Care opening hours will be required
- Significant travel between campuses will be required
- Demonstrated high-level skills in personnel management that results in the achievement of educational and organisational goals
**Terms of Appointment**

The remuneration package includes an attractive annual salary commensurate with the applicant’s qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be an annual review of remuneration and regular appraisal of performance based on agreed criteria. The initial appointment will be for a period of three (3) years, with a 6 month probationary period and a two (2) year roll-over option. After the probationary period the contract may be terminated by either party by giving a full school term’s notice.

It is envisaged that the appointee will be able to take up the position by 4 January 2017.

Reasonable relocation and removal expenses will be allowed and negotiated for the successful applicant if required.

The School reserves the right to fill the position by invitation or to re-advertise the position.

**Applications**

Applicants for the position of Director, Early Learning Centres, Brindabella Christian College are required to include in their application the following:

1. Full name
2. Academic and professional qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address to all stated essential and desirable selection criteria (listed on pages 5 and 6 of this information package including Qualifications, Knowledge/Skills/Experience and Faith Basis of Employment)
6. Other activities, interests and pursuits
7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information
Specific Position Enquiries (not lodgement) to:

Mr Bruce Handley, Principal, Brindabella Christian College Phone: +61 (2) 6247 4644

Lodgement of Applications

Applications should be marked CONFIDENTIAL and addressed to:

Brindabella Christian Education Limited Board
C/- Progressive Training (WA) Pty Ltd
PO Box 1854
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:

ceo@progressivetraining.com.au

Closing Date

Applications must be received in full before 5.00pm Western Standard Time on Monday 7 November 2016. Interviews are expected to be held around the third week in November 2016.