



BRINDABELLA  
CHRISTIAN  
COLLEGE

EARLY CHILDHOOD EDUCATOR (DIPLOMA)  
RECRUITMENT APPLICANT INFORMATION PACK



## **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, in and through Christian Education.

### **BACKGROUND**

For almost forty 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 Lyneham and Charnwood. Our students are taught to pursue a life of wisdom, integrity, service and excellence in, and through, Christian Education.

Preparing young people in a changing world which can be 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 students success is via the offering of a high-quality Christian education.

The College supports Christian families, and those sympathetic to the Christian worldview, to raise their children in a safe and caring environment. The school partners 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. The Lyneham Campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 6 months of age to Year 4. It is anticipated the Charnwood campus will be extended to Years 5&6 in 2019.

### **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 students with a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

The College seeks to achieve student centered education by:

- Quality Education
  - Evidence based Academic Programs, Pedagogy and Practice
  - Measurement of student value add – learning analytics and data analyses and tracking at individual student level
  - Use of a Learning Management System (Schoolbox)
- Staff
  - Recruitment of high quality staff to support the teaching, administration and Christian philosophies of Brindabella Christian College and its future growth.

## GOVERNANCE

Brindabella Christian College is governed by the Board of Directors. The Directors 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
- Futures and Resource Planning Committee
- Education Committee

The Board appoints the Principal who assumes overall responsibility for the day-to-day operation and management of the College.

## FAITH BASIS OF EMPLOYMENT

Appointment to this position is conditional upon you having and retaining during the term of the appointment, a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College. This is inclusive of an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

Should you cease to have a firm personal belief consistent with the Statement of Faith or cease to maintain an active commitment to and involvement with an appropriate Christian Church you must inform the Principal and/or Board immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment.

## DIPLOMA EDUCATOR POSITION – EARLY LEARNING CENTRES

We are seeking to recruit a full-time Diploma qualified educator. This position is accountable to the Director and Assistant Directors of the ELC to work as an effective member of the BCC ELC team. They must provide a high quality children's service to families and support the provision of high quality, innovative, engaging 21<sup>st</sup> century curriculums that comply with the National Quality Framework (NQF), National Quality Standards (NQS), Early Years Learning Framework (EYLF) and The Developmental Milestones. These standards must be consistent with the College's strategic plan, vision, values, mission and tenets. The position is full-time.

### Hours:

Full-time, 5 days per week, Monday to Friday, hours negotiable.

### Responsible to:

The position of Early Childhood Educator (Diploma) works collaboratively with other educators

and teachers, especially the assisting educators and is directly responsible to the Director and Assistant Directors of the ELC.

### **POSITION DESCRIPTION / RESPONSIBILITIES**

At Brindabella Christian College all staff are expected to support the strategic direction of College, its Board, staff, students and families. They will:

- Support Educational Teams in upholding and engaging in the provision of a Christ-centered education through the WISE vision and philosophy and in accordance with the National Quality Framework (NQF) National Quality Standards (NQS) and Regulatory requirements
- Take responsibility for the implementation of the Educational Program, for the day-to-day communication with parents at the Service and uphold the management-directed standard of the Service
- Support their team in delivering an excellent standard of education to the children, focusing on the main curriculum areas of Biblical Living, Literacy, Numeracy, STEM, The Arts and secondary languages
- Provide support to BCC ELC staff in consultation with their teams, the Director and Assistant Director
- Support and actively uphold the Christian ethos of the College
- Provide a current and stimulating learning environment, which is supported by current practice and pedagogy, effective educational approaches and appropriate assessment
- Integrate ICT into the learning experiences of students in the classroom
- Exhibit classroom management strategies, which allow each child to learn unimpeded by others
- Expect high standards of achievement commensurate with student ability
- Maintain accurate, evidence informed reporting of each student's progress as per regulatory and EYLF requirements
- Ensure accurate student attendance records are maintained
- Display proper care and use of College resources and facilities
- Attend and participate in regular, relevant College meetings and activities
- Engage in professional learning to support the learning goals of the College
- Refer problems or concerns about students requiring follow-up to the appropriate staff member(s)
- Comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities and the College
- Maintain professional reading and learning to ensure awareness of current and best practice
- Perform other duties as required by the Director, Assistant Director or Principal

## **ROLE RESPONSIBILITY**

The Early Childhood Educator (Diploma) shall be responsible to the Director and Assistant Director of Early Learning and take responsibility for:

- Actively fostering the Christian ethos of the College, maintaining partnerships 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 teams for the educational benefit of the children
- Managing communication involving students, parents and staff with sensitivity and integrity
- Taking on higher duties as directed by the Director or Assistant Director
- Assisting teams in upholding and maintaining the strategic development of a high quality, innovative, engaging 21<sup>st</sup> century curriculum across the ELC that complies with National Quality Framework (NQF), National Quality Standards (NQS) and ACT Regulatory requirements. This includes assisting with the NQF Licensing Process and maintaining the Quality Improvement Plan, in consultation with other staff
- Providing support and assisting with programming and provision of education and care to children
- Liaising with parents regarding ELC children's care, maintaining positive reciprocal relationships.
- Providing support to the Director and Assistant Director in facilitating team work amongst staff
- Liaising with the Director and Assistant Director on the management of staff workload in accordance with the ELC staff's strengths, interests and training
- Maintaining partnerships and links in the community that showcase Early Childhood learning to parents, contributing positively to the development of Early Childhood Education and looking for ways to collaborate with others in the Early Childhood sector to address issues affecting Early Childhood
- Under the guidance of the Director and Assistant Director, work to maintain consistency throughout both centres in branding, policies/procedures and quality of service delivery
- Demonstrating proficient administration and ICT skills
- Providing support to the Director and Assistant Director on matters as delegated

## **APPRAISAL / REVIEW CONDITIONS**

All staff will undertake regular performance appraisals at the end of each semester.

## **ESSENTIAL SELECTION CRITERIA**

No more than two pages addressing the following criteria:

### **QUALIFICATIONS**

- Diploma in Early Childhood Education or
  - ACECQA recognised equivalent
- Current approved First Aid Certificate
- Current WWVP Clearance or ability to gain prior to commencement of employment

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Work collaboratively with Director and Assistant Director
- Demonstrated knowledge of effective educational programs and assessment
- Excellent communication with staff, parents, babies and small children
- Have sound and current knowledge of Literacy and Numeracy education in an Early Childhood setting
- Apply EYLF, The Developmental Milestones, NQF and NQS knowledge, through evidence based educational programs which facilitate successful student learning
- Provide and support an organised and challenging program to meet the individual needs of students, consistent with the aims and objectives of Christian Education.
- Use a range of effective educational approaches, taking into account individual learning styles and differentiation
- Encourage students to achieve their personal best
- Regularly assess and provide constructive evidence based feedback on students' learning
- Regularly monitor, review and respond to the effectiveness of the learning program

### **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 the 'Faith Basis of Employment' and the 'Lifestyle Agreement and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (all documents are available from the School's website)

### **DESIRABLE SELECTION CRITERIA**

- Previous experience in an Early Childhood setting

### **PERSONAL SKILLS AND ATTRIBUTES**

- Active participation in a church community
- A passion for teaching

- A sense of trust and honesty
- Energy, enthusiasm and a willingness to grow
- Team spirit and loyalty
- Excellent time management skills
- Excellent communication skills both written and verbal
- Can work well independently and as part of a team

### **TERMS OF APPOINTMENT**

The position includes an attractive remuneration package based on the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular performance based appraisal (see page 4) on agreed criteria. These appointments are full-time and on-going with a 6 month probationary period.

It is envisaged that the appointee will be able to take up this position by November 2018

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

### **OTHER DOCUMENTS**

Please note that the following documents are available on the College website for your reference:

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement
3. Multi Enterprise Agreement

### **APPLICATIONS**

Applicants for the advertised teaching position at Brindabella Christian College are required to complete the teachers application form found on the [BCC website](#).

### **SPECIFIC POSITION ENQUIRIES (NOT LODGEMENT) TO:**

Ms Tammy Brown, Director Early Learning, Brindabella Christian College  
Phone: 0423 533 823

### **LODGEMENT OF APPLICATIONS**

Applications should be marked **CONFIDENTIAL** and addressed to:

Ms Tammy Brown  
Brindabella Christian College  
PO Box 5103  
LYNEHAM ACT 2602



---

or

Email to [tammybrown@bcc.act.edu.au](mailto:tammybrown@bcc.act.edu.au)

**CLOSING DATE**

Applications must be received in full before **30 November 2018**.