



**BRINDABELLA
CHRISTIAN
COLLEGE**

DEFENCE TRANSITION MENTOR
Lyneham Campus
INFORMATION PACK FOR APPLICANTS



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

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 Early Learning Centres (ELC) to Year 12 and is developing a second campus. It is one of a few ‘mid fee’ independent schools in Canberra offering a fully integrated educational program.

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, the school now covers two campuses in Charnwood and Lyneham with over 80 teachers and 950 babies, children and young people currently enrolled. Our students are taught to pursue a life of wisdom, integrity, service and excellence in and through Christian Education.

Preparing young people in a rapidly changing 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. 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 6.

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 (College) years.

The specialisation within the pre-primary, primary and secondary years of education is grounded in evidence, which indicates that these are the stages in which individuals are:

- most adaptive, responsive and open to learning
- forming their early concepts of self, other and identity
- forming strong attachments
- developing a moral framework and concept of the world and ways of life
- developing most rapidly in intellectual, physical, social and emotional terms
 - 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
- Staff
 - Recruitment of high quality staff to support the teaching, administration and Christian philosophies of Brindabella Christian College and its future growth. There are approximately 180 teaching and non-teaching staff, with a number of staff working across both campuses.

Governance

Brindabella Christian College is governed by the Board of Directors. 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
- 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 School. The Board also appoints the Chief Operating Officer who oversees the finances of the School.

Position:	Defence Transition Mentor (DTM)
Reporting to:	Principal and Defence NSW Regional Education Liaison Officer
Campus:	Lyneham
Commences:	February 2019

Primary Purpose

The Defence Transition Mentor will provide information and support and develop a range of activities for children of Defence members and families to ease the impact of mobility and service related parental absence.

The DTM is a school/education authority employee and is responsible to the Principal or nominee for everyday activities and ultimately the Defence NSW Regional Education Liaison Officer.

The DTM will support the vision of Brindabella Christian College through the following:

Responsibilities:

- Attend Principals tours to promote and liaise with potential Defence families considering the school
- Provide continued ongoing support for separated Defence families within school community
- Work with Defence students who are struggling with parent who is deployed or living away from the family home.
- Work with Defence students who have parents with mental health issues and may need outside assistance/referral. This includes a parent effected by Post Traumatic Stress Disorder caused by Defence service.
- Liaise with Defence services such as the Defence Family Helpline, Defence Special Need's Support Group, Kookaburra Kids Program and Soldier On.
- Provide emotional support to Defence students who are struggling with friendship issues, academic concerns or home situation and liaise with the College Psychologist.
- Keep accurate and factual record of conversations had with Defence students.
- Provide support to Defence spouses who may be new to the area – help to connect with groups and other Defence families
- Input into Defence section of the school newsletter
- Send regular emails to families linking them with Defence related activities and happenings in Canberra region.
- Run weekly Defence club for College students.
- Work closely with teachers to ensure that Defence students are meeting their targets and feeling supported. This includes discussing tutoring assistance for new Defence students who have posted into the area

- Work with Heads of Pastoral Care (Junior, Middle and Senior Schools) and Psychologist to identify Defence students and coordinate best approach to student wellbeing.
- Work closely with Enrolments Officers to assist transition of Defence families into BCC
- Hold Defence function each term for all Defence students – pizza lunch, easter egg celebration, Christmas party.
- Send welcome pack to new students coming into BCC
- Farewell gift for students leaving BCC – photo of class, bookmark, etc
- Attend activities day with other schools to help BCC Defence students meet other Defence kids in Canberra region.
- Plan and run ANZAC Day Service for the school.
- Plan and run Remembrance Day acknowledgement for the school.
- Provide educational material to teachers to use with students around ANZAC day and Remembrance Day.
- Care Packages to Defence Personal deployed at Christmas.
- Work with Defence Community Organization to have Defence related workshops held at BCC – Tyler Turtle, Kidsmart, etc
- Prepare the Defence acquittal each year and provide statistical data with the Business Manager

Note:

This is not necessarily an exhaustive list of duties, but is intended to reflect the range of duties the appointee will perform. The job description may be reviewed in response to changing needs, in consultation with the incumbent.

Key Relationships:

The DTM works closely with the Principal, Business Manager, Enrolments Officers, BCC staff, and Defence parents and students.

Qualifications:

Bachelor of Social Work or equivalent

Employment Conditions:

- The ordinary hours of work are 20 hours per week, term time only. The days, start and finish times will be negotiated based on the needs of the College.
- Salary and other conditions will be in line with the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013-2017.
- Performance reviews will be conducted twice a year. The first shall be at 3 months at the conclusion of the probation period.

Required Skills and Attributes:

- A strong Christian faith and active church involvement.
- A commitment to the BCC Statements of Faith, Vision, Mission and Values.

- Strong desire to work in a Christian community and be involved in prayer and other faith expressions, which are central to the work place culture and practice.
- Enjoyment of working with young children and adolescents and a sensitivity to their vulnerabilities.
- Support and assist young people from Defence families to integrate into the school community;
- Create a greater and ongoing awareness within the school community of the needs of students from Defence families;
- Work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs;
- Promote the participation of students from Defence families in school and community activities;
- Provide advocacy and negotiation support for these students as required;
- Provide them with information and appropriate referral to support services;
- Develop resources and programs to support students from Defence families;
- Proactively contribute to the school team adhering to school policies and priorities.

It is expected that the successful applicant will be able to demonstrate the following attributes:

- Initiative and leadership qualities;
- Ability to work independently;
- Display an inclusive approach to working with young people.

The DTM is not a teacher or counsellor nor is it intended that the DTM work with one student on a long term basis.

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.

Attendance at Meetings and Professional Development

- Attendance at meetings as required.
- Bi-Annual Performance Review, with the first occurring around three (3) months.
- Participation in professional development and training activities directed by Principal.

Other duties

It should be noted that, while detailed, this job description is not exhaustive and the Principal may at their discretion vary the responsibilities of the DTM as required.

Work Environment:

Schools perform a vital role in providing quality educational services to their students to assist them to acquire knowledge and understanding, to pursue special interests, to strive to achieve excellence, and to develop social and vocational skills. Schools also aim to facilitate and support the participation of parents and carers to enable a smooth transition and rewarding educational experience for young people from Defence families.

Remuneration:

Salary range will be from \$33.78 - \$37.17 per hour depending on experience and qualifications and in accordance to the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013 – 2017.

Hours:

Standard business hours, noting that on occasions outside of usual hours work may be required. Travel shall be required between campuses.

Pro-rata 4 weeks annual leave.

Terms of Appointment:

6 months initial probation, then ongoing subject to satisfactory performance in bi-annual reviews.

Selection Criteria:**Personal**

1. A demonstrated commitment to Jesus Christ as Lord and Saviour, ability to sign the Statement of Faith and active member of a Christian Church.
2. Demonstrated ability to empathise and work with students from Kindergarten to Year 12.
3. Appropriate qualifications and/or demonstrated relevant experience.
4. Demonstrated high level of communication skills both oral and written and the ability to communicate effectively with a diverse range of people e.g. students, school, Principal, Business Manager, school staff, parents, Defence Members and their families.
5. Ability to liaise with a range of individuals and community groups. Demonstrated skills in advocacy and negotiations including problem solving and conflict resolution are essential
6. Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality.
7. Ability to plan, organise, evaluate and deliver innovative and creative programs, resources and activities relating to mobile families, students and the school community.
8. Current WWVP Clearance or ability to gain prior to commencement of employment.

Desirable:

Familiar with Defence lifestyle and experience working with school-aged children.

Applicants for the position of DTM of Brindabella Christian College are required to demonstrate high level performance against the stated selection criteria, submit a copy of their curriculum vitae and include in their application the following information:

1. Full name
2. Academic and professional qualifications
3. Religious affiliation and any church activities
4. General details of past and current positions specifically related to the duties of this position, with particular reference to word processing experience
5. Address to the stated selection criteria
6. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

These should include:

- i. The Employer/Organisation in which the applicant is currently employed.
- ii. A person who can report on the person's academic and professional background.

iii. A person who can report on the applicant's status as a member of a Christian church.

7. Other personal information at the applicant's discretion

Specific Position Enquiries to:

Andrew Kent (Business Manager)

Ph: +61 (2) 6190 7321

Lodgment of Applications:

Applications should be marked CONFIDENTIAL and addressed to:

Mr Andrew Kent

Brindabella Christian College

136 Brigalow Street

Lyneham ACT 2602

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

jobs@bcc.act.edu.au

Closing date:

Applications must be received in full before 18 January 2019. Interviews are scheduled for late January 2019.