



**BRINDABELLA
CHRISTIAN
COLLEGE**

**ASSISTANT DIRECTOR EARLY LEARNING CENTRE
LYNEHAM CAMPUS (maternity leave vacancy)
APPLICANT RECRUITMENT INFORMATION PACK**



Information Pack – April 2019

Approved by Board on April 2019

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 ELC to Year 12 and in 2014 commenced 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, Brindabella Christian College now covers two campuses in Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a 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 5 (Year 6 in 2020).

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
- Upholding of traditional, conservative Biblical values
- 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.

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 Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school, implementation 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 and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

The desire of the College is to appoint a temporary ELC Assistant Director, Brindabella Christian College. The position will be located at the Lyneham Campus. The ELC Assistant Director is responsible to the ELC Director.

ELC ASSISTANT DIRECTOR (MATERNITY POSITION)

The position of ELC Assistant Director is a temporary Maternity full-time position for the period May 2019 to 28 June 2020.

The position works collaboratively with, and is directly responsible to the ELC Director.

Probation period: This position has a six (6) month probation period.

Commencement date: May 2019

PURPOSE

The ELC Assistant Director will support and assist the ELC Director with programming, planning and day-to-day learning and engagement of the children in their duty of care. This includes responding respectfully to the diverse cultures, families, interests and needs of the ELC community, while also providing a Christian environment for learning.

EXPECTATIONS AND DUTIES

The ELC Assistant Director will support the vision of Brindabella Christian College through the following and it is expected that they will:

- monitor the performance of students in the ELC by ensuring the validity and reliability of internal assessments, optimising the progress and level of achievement for each student, ensuring that all external information is effectively analysed and appropriately implemented
- provide strong leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan
- market and promote the College
- participate in staff performance appraisal
- implement and manage the Pastoral Framework of Responsibilities
- promote a culture of learning
- mentor and lead staff to engage with children in an age-appropriate manner
- ensure that the learning environment is safe and adheres to OH&S standards
- implement, manage and reflect practice in regard to the program guided by the Early Years Learning Framework, NQS, QIP, pedagogy, practice, and the day to day running requirements as well as the ELC's philosophy
- mentor and lead their team

- actively participate in staff meetings and professional development programs
- uphold BCC's Code of ETHICS, Faith Statement and Staff Conduct
- promote respectful teaching of and to various cultures, including Aboriginal and Torres Strait Islander persons
- integrate the Biblical Living Curriculum, based on Biblical teaching
- participate in active promotion of the Christian lifestyle as outlined in the word of Christ
- integrate indoor and outdoor programs in conjunction with the teachers and educators of the ELC.
- connect with the communities of the College
- be responsible for the communication with parents and families regarding the documentation of individual child learning and development
- liaise with families, the ELC Director, and the ELC Assistant Director of Charnwood campus
- take responsibility for the intervention and continual support for inclusion, where necessary
- regularly attend church and bring these values in to the classroom

SELECTION CRITERIA

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

ESSENTIAL SELECTION CRITERIA

QUALIFICATIONS

- Bachelor of Teaching (Early Childhood Education or higher)
- Current Child Protection Training
- Current approved First Aid Certificate
- Current WWVP Clearance or ability to gain prior to commencement of employment and a national police check

KNOWLEDGE, SKILLS AND EXPERIENCE

- Work collaboratively with Director and another Assistant Director
- Demonstrated educational leadership
- Excellent written and oral communication with staff, parents, babies and small children
- Excellent emotional intelligence and willingness to fully participate in developing staff in this area

DESIRABLE SELECTION CRITERIA

- Minimum five (5) years experience working in an ELC

Appraisal/Review Conditions

The ELC Assistant Director will undertake a performance appraisal by a review panel, which includes the ELC Director and the College Business Manager.

Additional information and requirements

Variable Duties/Hours:

It is expected that the ELC Assistant Director will provide support to the ELC Director. Additionally, the ELC Assistant Director is required to participate fully in the life of the School. The position will require occasional travel to our Charnwood campus.

Salary and Leave Entitlements:

Four weeks annual leave and public holidays.

FAITH BASIS OF EMPLOYMENT

Act consistently with the Christian content within both the 'Faith Basis of Employment' and 'Lifestyle and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (these documents are available from the College's website).

TERMS OF APPOINTMENT

The remuneration package includes a salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements.

There will be regular appraisal of performance based on agreed criteria. After the probationary period the position will be an ongoing salaried position.

It is envisaged that the appointee will be able to take up the position on May 2019.

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

APPLICATIONS

Applicants for the position of temporary ELC Assistant Director Lyneham, Brindabella Christian College are required to include in their application the following:

1. Full name
2. Qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address all stated expectations and duties (listed on pages 3 and 4 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:

Mrs Tammy Brown, ELC Director, Brindabella Christian College Phone: +61 (2) 6248 9736

LODGEMENT OF APPLICATIONS

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

Business Manager
Brindabella Christian College

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:

admin@progressivetraining.com.au

CLOSING DATE

Applications must be received in full before 5.00pm Western Standard Time on Wednesday 1 May 2019. Interviews are expected to be held shortly thereafter.