



**BRINDABELLA**  
**CHRISTIAN COLLEGE**

CANBERRA

BRINDABELLA  
CHRISTIAN  
COLLEGE

LEARNING SUPPORT ASSISTANT  
RECRUITMENT 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 6.

### **VALUES**

As a Christian school we value –

*Wisdom, Integrity, Service, and Excellence*

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**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 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.

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**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.

**LEARNING SUPPORT ASSISTANT**

We are seeking an exceptional person to join our School as an ongoing Learning Support Assistant. The position is part time.

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**POSITION DESCRIPTION / RESPONSIBILITIES**

The Learning Support Assistant will:

- comply with relevant legislative requirements
- display proper care and use of College resources and facilities;
- attend and contribute to regular, relevant Faculty meetings and activities;
- engage in professional learning to support the learning goals of the Faculty and /or College;
- maintain professional reading and learning to ensure awareness of best practice and professional improvement;
- refer problems about students requiring follow-up to the appropriate staff member;
- collaborate with teachers to provide support for students;
- perform playground supervision of special needs students as required;
- assist staff with social skills programs and/or assist in the management of a range of behaviours;
- assist staff to support students with physical management tasks and specialised medical requirements;
- attend and assist on excursions when required;
- assist teachers over a range of year level and subject areas, working with small groups of students and in one to one situations (under teacher supervision);
- plan, prepare, develop and maintain materials, teaching aids and resources;
- prepare program materials and teaching aids using a variety of technologies including computer programs, smart boards, iPads and digital cameras etc.
- perform general administrative duties.

**ROLE RESPONSIBILITY**

The Learning Support Assistant will be directly responsible to the Head of Faculty Enrichment & Learning Support or Principal's delegate.

The Learning Support Assistant will be required to work collaboratively with non-teaching staff, other learning support assistants, teachers across the College and within their respective Faculty.

**APPRAISAL / REVIEW CONDITIONS**

All staff will undertake annual performance appraisals.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED**

1. Interested applicants are encouraged to address points listed under Position Description, with a particular focus on:
  - Demonstrated ability or transferable skills in working with children and young people to support learning success
  - Ability to work effectively in a team in flexible manner
  - Sound interpersonal skills and ability to work in a dynamic fluid work environment
  - Strong organisation skills
2. Selection Criteria
  - A Certificate III or IV in Education Support
  - A current Working with Vulnerable People Clearance
  - Senior First Aid Certificate or personal commitment to undertake
3. Relevant Knowledge & Experience
  - Knowledge and/or experience in supporting the educational, social and emotional needs of students with a wide range of disabilities and special needs, including gifted talented students.
4. Relevant Skills and abilities
  - Ability to work effectively with teaching and non-teaching staff to support students of varying needs, ages and abilities.
5. 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)

**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
- Lead or support a co-curricular program

**TERMS OF APPOINTMENT**

The remuneration package includes an attractive annual salary commensurate with the applicant's qualifications and experience.

There will be regular performance based appraisal (see page 4) on agreed criteria. This appointment is permanent part-time, with a 6-month probationary period.

**OTHER DOCUMENTS**

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

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement
3. Multi Enterprise Agreement
4. General Staff Application Form

## **APPLICATIONS**

Applicants for the advertised learning support assistant position at Brindabella Christian College are required to complete the general staff application form found on the [BCC website](#).

## **SPECIFIC POSITION ENQUIRIES TO:**

Paul Arundell  
Director of Education  
Phone: +61 (2) 6190 7320

## **LODGEMENT OF APPLICATIONS**

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

Human Resources  
Brindabella Christian College  
PO Box 5103  
LYNEHAM ACT 2602

or

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

## **CLOSING DATE**

Applications must be received in full before 26 November 2020. Interviews are expected to be held shortly thereafter.