



**BRINDABELLA
CHRISTIAN
COLLEGE**

Head of Humanities and Social Sciences (HASS)
RECRUITMENT APPLICANT INFORMATION PACK



Applicant Information Pack – 2020

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 education and pastoral care. The College includes ELC to Year 12 and has a second, growing campus at Charnwood. 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 the O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Preparing young people in a rapidly evolving world which can be exciting, complex and sometimes 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 student success is via the offering of a high-quality, excellent education- this is the core business of Brindabella Christian College.

The College supports Christian families, and those supportive 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 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 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 years.

In order to achieve this, the College is aiming to regularly review and improve academic programs, make changes to the organizational structure to best meet emerging needs, conduct regular staff reviews to improve targeting of 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 and regulatory compliance.

The desire of the Board and the Principal is to appoint a Head of Faculty HASS, who reports to the Director of Teaching and Learning and ultimately the Principal for the provision of dynamic Humanities and Social Sciences teaching and learning leadership; leadership that strives to continuously improve the quality of teaching and learning for staff and students across the College consistent with the College's strategic plan, vision, values, mission and tenets.

HEAD OF HASS

The position is a full-time, three-year appointment, with six (6) months' probation. The position includes Business Studies, Legal Studies, Global Studies, Modern History, Senior History Psychology.

Commences: 25 January, 2021

Responsible to: Director of Teaching and Learning and ultimately the Principal

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 immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment.

POSITION IN CONTEXT AND PURPOSE

The Head of Faculty reports to and operates under the general direction of the Director of Teaching and Learning and interacts with all areas and levels of staff within the College and relevant external parties, which often require discretion and confidentiality. The position will also require reports to the Board, as directed by the Principal.

Achieving academic excellence requires the Head of Faculty to work collaboratively with the Director of Teaching and Learning and Deputy Principal to direct and nurture the staff; it is expected that this will occur through distributive leadership, mutual accountability, inclusive processes and planned professional learning. The Head of Faculty will model and develop a culture of accountability, reflection, individual learning and improvement.

The Head of Faculty is accountable for building positive and effective relationships amongst staff, students and parents; for communicating in a timely and effective manner with parents and external groups related to teaching and learning; for demonstrating sensitivity and responsiveness when addressing individual problems and concerns; and for recognising student and staff achievement in an appropriate and timely manner. Further to this, the Head of Faculty is required (expected) to have excellent communication skills in order to win the confidence of staff and students in sharing the Vision for the College and promoting its' Values. It is expected the Head of Faculty will become familiar with using the college Learning Management System, Schoolbox.

The focus of the Head of Faculty in the first 12 months will be on moving the College to a position which reflects an authentic high-performance culture and positions it clearly within the ACT context. The College desires to improve the teaching and learning experience of staff and students. The Head of Faculty – Humanities and Social Sciences will be involved in a review and enactment of a number of policies and procedures to support a renewed emphasis on quality teaching and learning. Subsequent years will focus on review, refinement and linking to other faculties.

While the primary responsibilities of the position are articulated in the selected criteria, it is expected that the incumbent will optimise the teaching and learning model of the College, to provide educational direction to the College and guidance to staff and stakeholders. The

incumbent will engage with College life and the wider College Community, participating fully in events and activities, as the representative of Brindabella Christian College in the Community and will contribute to the success of the College by advocating and promoting its educational philosophy and strategy and by actively living its core values. The Faith Based Statement is set out in detail in accompanying documents. The mission, immutable tenets, core values and operational philosophy are listed in this document.

FREEDOM TO ACT / AUTONOMY

The Head of Faculty is required to exercise judgement in recommending the appropriate and effective process for dealing with any serious issues, which require referral to the Deputy Principal and, if required, the Principal.

RESPONSIBILITIES

As a member of the College, the Head of Faculty HASS will be directly responsible to the Director of Teaching and Learning.

The Head of Faculty–HASS, will work collaboratively with the Director of Teaching and Learning, Deputy Principal and other Heads of Faculties to ensure:

- Teaching and Learning and Assessment policies, programs and implementation occur throughout the College
- Teaching and Learning Accreditation documentation is up to date
- National and standardised academic testing is used
- Development of the annual budget is completed.

In line with the concept of Teams and Team Leadership, which underpins the organisational structure of the College, the Head of Faculty HASS will work in partnership with members of the College Curriculum Team:

- Director of Teaching and Learning
- Deputy Principal
- Heads of Faculties
- Heads of School

The Head of Faculty HASS will take responsibility for:

- the ongoing curriculum development for all HASS programs in Years 5-12
- attendance and participation in regular College Curriculum Team meetings
- coordination of all documentation related to HASS
- scope and sequence across Years 5-12, as well as collaborating with the Director of Curriculums in the Junior and Middle Schools
- monitoring of current teaching strategies related to HASS
- analysis of relevant data related to the teaching and learning in HASS
- assessment within the HASS curriculum
- leading and managing staff teaching HASS
- regular faculty meetings
- knowledge of pathways post Year 12
- budget and resources
- assisting with the induction of new staff teaching HASS

- reporting at various times of the year on activities for College publications
- behaviour management

TEACHING DUTIES

- The Head of HASS would be expected to lead the HASS teaching and learning across the College and have a 0.8FTE teaching load.
- There is an expectation that the Head of Faculty will take responsibility for a Pastoral/Connect class.

OTHER RESPONSIBILITIES

The Head of Faculty HASS will also be expected to:

- Liaise with students and parents
- Leading or supporting co-curricular activities
- Actively support the Christian ethos of a Christian School
- Actively participate in professional development activities
- Willingly take on other duties as required

KEY COMPETENCIES

It is expected that the Head of HASS will be able to:

- Keep abreast of current educational developments
- Communicate effectively with parents and show a sensitivity to the needs of others
- have the ability to resolve conflict, deal with difficult and complex situations in effective ways
- Exhibit well-developed decision making and problem-solving skills
- Articulate and authentically model the values and beliefs of the College
- Effectively lead a team and develop a good rapport with students, staff and parents
- understand and be able to clearly articulate the unique educational and developmental needs and characteristics for our students
- provide leadership by example in professional attitude and growth, pedagogical excellence, curriculum expertise, command of subject matter, Learning Area organisation and concern for students
- ensure that students and teachers are encouraged and assisted to establish and maintain the highest standards of academic excellence of which they are individually capable.

APPRAISAL / REVIEW CONDITIONS

The Head of Faculty will undertake a performance appraisal annually conducted by the Director of Teaching and Learning.

ADDITIONAL REQUIREMENTS

Variable Duties / Hours:

The nature of the position is such that the Head of Faculty may be required to be available outside the 'normal' office/school hours and during term breaks, participate fully in the life of the School, attend meetings and presentations whenever necessary.

SELECTION CRITERIA

Applicants for the position of Head of Faculty HASS must be able to demonstrate high-level performance against all of the following criteria:

1. Commitment to Christian Education.
2. Contribute to the development and achievement of whole school goals.
3. Demonstrate high level of interpersonal skills including communication, leadership and people management capacities.
4. Lead and develop effective professional teaching and learning team through collaborative process, supervision and professional learning.
5. Demonstrated commitment to achieving excellence in education within HASS that is informed by evidence and analysis, the communication of an educational vision and enthusiasm for the development of educational approach that meets the needs of students

QUALIFICATIONS

- Teaching qualification recognized by the ACT Department of Education
- Current Teacher Registration (TQI) in the ACT or able to be registered
- Current 'Working with Vulnerable People' Clearance
- Senior First Aid Certificate
- Post – graduate studies in education or relevant area

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 ABILITIES

- A passion for teaching and the ability to guide and develop other teachers
- A track record of success in a leadership role
- Team spirit and loyalty
- Able to work independently and as part of a team
- Excellent time management skills
- Highly developed communication skills both written and verbal

- Excellent teaching ability
- Excellent knowledge of relevant discipline areas
- Excellent student management skills

DESIRABLE

- History Teachers Association
- Geography Teachers Association

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 regular performance-based appraisals (see page 4) on agreed criteria. This appointment is an ongoing, full-time position with a 6-month probationary period.

It is envisaged that the appointee will be able to take up the position by beginning of Term 1 2021.

The College 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 positions at Brindabella Christian College are required to complete the teachers application form found on the [BCC website](#).

SPECIFIC POSITION ENQUIRIES (NOT LODGEMENT) TO:

Keturah Jones
Deputy Principal
Phone: +61 (2) 6190 7336

LODGEMENT OF APPLICATIONS

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

Human Resources
Brindabella Christian College
PO Box 5103
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 by 16th October 2020. Interviews are expected to be held around October.