



BRINDABELLA
CHRISTIAN COLLEGE
CANBERRA

EARLY LEARNING CENTRE
Certificate III Educator
Lyneham and Charnwood Campuses
INFORMATION PACK FOR APPLICANTS



Approved by the Board, 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.

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. In 2012 the College extended its offer to include Early Learning Centres (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 rapidly evolving 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 4 months of age to Year 5.

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, made changes to the organisational structure including staff appraisal and review, improve staff development, maintained pastoral care for students, and aims to 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 Board has three 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 Principal, appointed by the Board, assumes overall responsibility for the day-to-day operation and management of the School.

The Board has agreed to recruit an ELC Certificate III Educator staff member for our two Early Learning Centres. The position description follows.

Position: **Early Learning Centres / Certificate III Educator**

Reporting to: **Director Early Learning Centre**

Campus: **Lyneham & Charnwood**

Commences: **ASAP**

Primary Purpose

The Certificate III Educator is responsible for assisting the Director, Early Learning and co-workers to plan and implement the care, teaching and learning environment for the children and to support the delivery of an excellent standard of education to the children.

The Certificate III Educator, shall support all stakeholders in upholding and engaging the vision and strategic plan of Brindabella Christian College and in particular in the provision of a Christ-centered education through the WISE vision and philosophy (see separate document provided) and in accordance with the Early Years Learning Framework (EYLF), utilising the National Quality Framework (NQF) and National Quality Standards (NQS).

Key Responsibilities:

The role includes:

Care and Learning Support

- Catering and adhering to, children's individual needs and dietary requirements
- Assisting in establishing and maintaining a learning environment which is stimulating, focused and pleasant and which reflects the College's Statement of Faith, values and ethos.
- Nurturing the whole child's development, respecting the children's individual needs, abilities and interests.
- Supporting and participating in the implementation of age appropriate programs and experiences that cater for individual children's needs and abilities.
- Actively partaking in cleaning, health and hygiene and organisational duties.
- Positively interacting with the children and nurturing their confidence and self-esteem.
- Keeping up to date with Early Childhood practices and the implementation of current pedagogy, practice and curriculum.

Communication and Team Work

- Working with your team in the Early Learning Centre to ensure the smooth operation of the class you are in and centre as a whole, in accordance with Brindabella Christian College Early Learning Centre's policies and procedures.
- Promoting open communication channels with parents and staff.
- Assisting in maintaining relevant and accurate observations as required and as relevant to National Quality Standards and the Early Years Learning Framework.
- Being receptive and proactive in response to mentoring and coaching and professional development.
- Maintaining confidentiality at all times.
- Any other duties as requested by the Director or Principal.

Selection Criteria

Applicants for this position must be able to demonstrate high-level performance against the following essential selection criteria:

Essential Selection Criteria

Qualifications

- Certificate III in Early Childhood Education and Care, consideration given to those who are working towards a Certificate III qualification
- 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 ELC and other staff
- A commitment to the BCC Statements of Faith, Vision, Mission and Values
- Enjoy working with young children and have sensitivity to their vulnerabilities
- Ability to communicate confidently with staff, parents and small children

Faith Basis of Employment

Your appointment 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 and 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.

Position in Context

The ELC Certificate III Educator, reports to and operates under the general direction of the

Director of ELC, and interacts with Assistant Directors, Lead Educators and Co-workers.

Attendance at Meetings and Professional Development

- Attendance at meetings as required.
- Bi-Annual Performance Review, with the first occurring around six (6) months.
- **Professional Development**
- Participation in professional development and training activities

A plan for your Professional Development in the coming 12 months (and beyond) will be determined with the Director of Early Learning Centres.

Other duties

It should be noted that, while detailed, this job description is not exhaustive and the Board or the Principal may at their discretion vary the responsibilities of the Certificate III Educator as required. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager to support the School's compliance with its legislative obligations. The Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Employment Conditions:

- The ordinary hours of work are 38 hours per week. Actual times are negotiable. Four weeks annual leave.
- Salary and other conditions will be in line with the ACT Christian Schools General Staff Multi-Enterprise Agreement. The salary classification for this position will depend on qualifications and experience.
- Ongoing employment is subject to satisfactory performance in bi-annual reviews. The first shall be at 6 months at the conclusion of the probation period.
- Travel may be required between the Lyneham and Charnwood campuses.

Applicants for the position of Certificate III Educator, Early Learning Centres 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.

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:

Mrs Tammy Brown

Ph: 02 6190 7371

Lodgement of Applications:

Applications should be marked CONFIDENTIAL and addressed to:

Tammy Brown
136 Brigalow Street
Lyneham ACT 2602

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

TammyBrown@bcc.act.edu.au

Closing date:

Applications must be received in full by 21 November 2022. Interviews are expected to be held shortly thereafter.