



BRINDABELLA
CHRISTIAN
COLLEGE

COORDINATOR/NOMINATED SUPERVISOR
(Maternity Leave Position- Fulltime)
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 Central and Norwest. 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 Central Campus caters for children from 3 years of age through to Year 12 and, the Norwest 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

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.

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 Director who assumes overall responsibility for the day-to-day operation and management of the Early Learning Centre's and Out of School Hours Care Services.

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).

ELC COORDINATOR/NOMINATED SUPERVISOR (MATERNITY POSITION)

The position of ELC Coordinator/Nominated Supervisor is a temporary Maternity full-time position for the period ASAP to 4 July 2023, with possibility of further employment.

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

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

Commencement date: ASAP

PURPOSE

The ELC Coordinator/Nominated Supervisor will support and assist the ELC Executive 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 Coordinator/Nominated Supervisor 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 Executive Director, and the ELC Coordinator/Nominated Supervisor of Out of School Hours Care.
- take responsibility for the intervention and continual support for inclusion, where necessary
- regularly attend church and bring these values in to the classroom

Applicants for the position of Coordinator/Nominated Supervisor (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) or Diploma with minimum 5 years' experience
- 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 Coordinator/Nominated Supervisor
- 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
- Full Covid -19 Vaccination

Appraisal/Review Conditions

The ELC Coordinator/Nominated Supervisor will undertake a performance appraisal by a review panel, which includes the ELC Executive Director.

Additional information and requirements

Variable Duties/Hours:

It is expected that the ELC Coordinator/Nominated Supervisor will provide support to the ELC Executive Director and when required work flexible hours subject to the requirements of the business. Additionally, the ELC Coordinator/Nominated Supervisor is required to participate fully in the life of the School.

Salary and Leave Entitlements:

Four weeks annual leave.

FAITH BASIS OF EMPLOYMENT

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PERSONAL SKILLS AND ATTRIBUTES

- Active participation in a church community

- A passion for teaching and mentoring others
- 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

TERMS OF APPOINTMENT

- 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 [Teaching Staff Multi-Enterprise Agreement 2020](#) or [General Staff MEA](#). 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 ELC Coordinator/Nominated Supervisor (Maternity Leave) 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: +61 (2) 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 19 July 2022. Interviews are expected to be held shortly thereafter.