



**BRINDABELLA**  
**CHRISTIAN COLLEGE**  
**CANBERRA**

**EARLY LEARNING CENTRE**

**Diploma Educator**

Lyneham and Charnwood Campuses

**INFORMATION PACK FOR APPLICANTS**



## 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 centred', 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 (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
- Nonselective 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 five (5) 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 Early Learning Centre, a Diploma Educator for our two Early Learning Centres. The position description follows.

**Position:** **Early Learning Centres / Diploma Educator**

**Reporting to:** **Director Early Learning Centre**

**Campus:** **Lyneham & Charnwood**

**Commences:** **July, 2021.**

### **Primary Purpose**

The Diploma Educator is responsible for assisting the Director of 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 Diploma Educator, shall support all stakeholders in upholding and engaging the vision and strategic plan of Brindabella Christian College and in particular the provision of a Christ-centred 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:

- Support Educational Teams in upholding and engaging in the provision of a Christ-centred education through the WISE vision and philosophy and in accordance with the National Quality Framework (NQF) National Quality Standards (NQS) and Regulatory requirements
- Take responsibility for the implementation of the Educational Program, for the day-to-day communication with parents at the Service and uphold the management-directed standard of the Service
- Support their team in delivering an excellent standard of education to the children, focusing on the main curriculum areas of Biblical Living, Literacy, Numeracy, STEM, The Arts and secondary languages
- Provide support to BCC ELC staff in consultation with their teams, the Director and Campus and Program Coordinators.
- Support and actively uphold the Christian ethos of the College

- Provide a current and stimulating learning environment, which is supported by current practice and pedagogy, effective educational approaches and appropriate assessment
- Integrate ICT into the learning experiences of students in the classroom
- Exhibit classroom management strategies, which allow each child to learn unimpeded by others
- Maintain accurate, evidence informed reporting of each student's progress as per regulatory and EYLF requirements
- Comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities and the College
- Maintain professional reading and learning to ensure awareness of current and best practice
- Perform other duties as required by the Director, Campus and Program Coordinators 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**

- Diploma in Early Childhood Education and Care, consideration given to those who are working towards a Diploma 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
- Demonstrated knowledge of effective educational programs and assessment
- Excellent communication with staff, parents, babies and small children
- Apply EYLF, The Developmental Milestones, NQF and NQS knowledge, through evidence based educational programs which facilitate successful student learning
- Provide and support an organised and challenging program to meet the individual needs of students, consistent with the aims and objectives of Christian Education.
- Use a range of effective educational approaches, taking into account individual learning styles and differentiation

#### **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 Diploma Educator, reports to and operates under the general direction of the Director of ELC, and interacts with Campus and Program Coordinators, 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 ELC Diploma 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 2013-2017. 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 Diploma Educator 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 (NOT LODGEMENTS) to:**

Mrs Tammy Brown – Director of Early Learning

Ph: (02) 6190 7371

**Lodgement of Applications:**

Applications should be marked CONFIDENTIAL and addressed to:

Tammy Brown – Director of Early Learning  
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](mailto:TammyBrown@bcc.act.edu.au)

**Closing date:**

Applications must be received in full by 23<sup>rd</sup> July 2021. Interviews are expected to be held shortly thereafter.