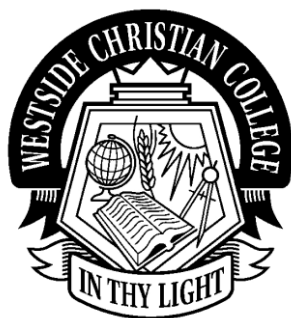


APPLICATION HANDBOOK



www.wcc.qld.edu.au

KINDERGARTEN TEACHER

Effective: 16/09/16

WESTSIDE CHRISTIAN COLLEGE
APPLICATION INFORMATION HANDBOOK
FOR
KINDERGARTEN TEACHERS

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1. THE MISSION

1.1 Our Mission

The mission of Westside Christian College is, with humble reliance upon the grace of Almighty God, to nurture our students in the fear and admonition of the Lord and to develop towards full potential, the gifts, skills, talents and creativity the Lord has given to each student, so that our students may:

- * individually confess Jesus Christ as Lord and Saviour and determine to follow and obey Him all the days of their lives;
- * be morally and socially responsible before the Lord;
- * be self-disciplined and knowledgeable;
- * be prepared for further learning;
- * be employable; and
- * be capable of enjoying life in God's kingdom.

All staff must be able to support the mission of Westside Christian College, without reserve.

2. QUALIFICATIONS

2.1 General Qualifications

What happens in the classroom is determinative for Evangelical Christian education. Therefore, our teachers need to be well qualified for their tasks. They must have a sense of calling and be able to lead children to become responsible disciples of Christ everywhere in life. Thus:

1. Teachers are expected to express a sincere and firm commitment to Jesus Christ as Lord and Saviour of their life. Teachers must display a consistent Christian witness in both faith and life-style. Teachers must be able to affirm and subscribe to the College's Staff Lifestyle Requirements shown in Section 3.4 of this handbook.
2. Teachers are expected to be impressed with the importance of Evangelical Christian education and have an alert awareness of the place of the Evangelical Christian school in contemporary education.
3. Teachers must be members of the Association for Parent Controlled Christian Schools at Brisbane, and therefore must be able to subscribe to the basis and purpose of the Association's Constitution. This means that the teacher must have read and be able to subscribe to the Statement of Faith shown in Section 3.5 of this handbook:
4. Teachers must be able to teach from the College's Evangelical, Biblical world and life view and subscribe to the Evangelical basis of the College.

2.2 Professional Training and Registration

Teachers must have professional qualifications which qualify them for registration (full or provisional) with the Queensland Board of Teacher Registration.

Teachers from interstate or overseas would need to make enquiries with the Board of Teacher Registration as to the registration status of their qualifications. Some may find they have to upgrade their qualifications.

3. CONDITIONS OF EMPLOYMENT

3.1 Conditions of Employment for Teaching Staff

These are laid down in the "Teacher's Award - Non-government Schools" and in the College's latest Enterprise Bargaining Agreement.

3.2 Work Environment

1. Public Transport

1. Rail

The nearest railway station is that at Goodna, which is located approximately 2km from the College.

2. Translink Bus Company

A government operated bus service runs in the Ipswich area. The times at which these buses run, may not make this service a viable means of transport for staff.

2. Access to lunches and refreshments

There is a canteen which dispenses food or beverages at the College during regular school hours. Several soft drink vending machines are located in the College.

The nearest outside food outlets are located at the St. Ives Shopping Centre, Goodna, some 2km from the College.

3. Annual Leave and Sick Leave

These types of leave are granted in accordance with the "Teacher's Award – Non-government Schools". Procedures relating to these types of leave are outlined in the College's "Policy and Procedures Handbook".

Absence due to illness/accident must be notified to the College at the beginning of the first day of sick leave. A medical certificate is required after 2 days absence.

4. Expectations of Working in a Safe Manner

Employees should note and act upon the following:

1. all defined systems of work should be diligently followed;
2. where an event causing injury is likely to happen, the Workplace Health and Safety Officer must be notified immediately;
3. where an event causing injury is likely to happen, everything reasonably possible should be carried out to avoid injury;
4. at all times, personal protective equipment is to be worn where indicated;
5. where faulty or unsafe equipment, plant or personal protective equipment is identified, a report should be made at the earliest possible time to the Workplace Health and Safety Officer or the employee's supervisor;
6. no inappropriate interference or misuse of anything provided, designed to minimise exposure to risk, be carried out;

7. no breach of safety or other instructions be carried out;
 8. no intentional consumption of any substance that induces impairment should be carried out within one hour of commencement of duty or whilst on duty;
 9. all training on safety, use of equipment or safe systems of work be attended as soon as practical after the training is offered;
 10. new employees must undergo an orientation programme which covers all systems of work related to safe practices, use of personal protective equipment and other plant and equipment related to the new employee's employment.
5. In the event of a compensatable injury, an employee must advise the Workplace Rehabilitation Co-ordinator as soon as is practicable.
 6. Employees with compensatable injuries must be willing to participate in a workplace rehabilitation programme.

3.3 Child Safety and Protection

Westside Christian College's recruitment and selection procedures reflect our commitment to the safety and protection of children, which involves the prevention of harm to children.

The College supports the rights of the child and will act without hesitation to ensure a safe environment for children is maintained at all times.

The College also supports the rights and well-being of our staff and volunteers and encourages their active participation in building and maintaining a secure environment for all participants in the work of the College.

3.4 Staff Lifestyle Requirements

All applicants for any position of employment at Westside Christian College, must read and affirm their understanding of and acceptance of the following Staff Lifestyle Requirements:

1. Westside Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Westside Christian College's public and internal documents, both printed and on the schools' website and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required to respect and maintain.
2. All staff of Westside Christian College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.
3. Staff are required to refrain from acting in the course of their work or in doing something connected with their work in a way that they know or ought reasonably to know is contrary to the religious beliefs of Westside Christian College.

4. It is a genuine occupational requirement of Westside Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the religious beliefs of Westside Christian College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.
5. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.
6. Where any staff members acts contrary to the requirements of this clause, and it becomes publicly damaging to the College, the principal may call the staff member to account. Such contrary action would be regarded to have occurred if a staff member were to act in a way that openly embarrassed the College and/or where such action was incompatible with the responsibilities they have towards their work colleagues and / or the students and families of the College. The College may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment.

3.5 Statement of Faith

All applicants for any position of employment at Westside Christian College, must read and affirm their belief in, and acceptance of the following Statement of Faith

The basis of the Association is the Word of God, the Bible which we hold to be in its entirety the infallible revelation of God. We hold the following summary truths to be fundamental and self-evident teachings from the Word of God:

1. God is one, yet three persons, co-equal; the Father – the Son – the Holy Spirit.
2. He is the Creator of heaven and earth, having created life and substance by a direct act of creation, and furthermore, upholding and directing all things according to His will and by His power.
3. He reveals Himself, as well as His will for man through His written Word, the Bible, and, especially in these last days, He has spoken unto us through Christ, the Word become flesh.
4. Christ is both truly God and truly man, born of the Virgin Mary.
5. His death on the cross was a substitutionary atonement for the sins of all who believe in him as their Saviour.
6. He arose from the grave, a physical personal resurrection.
7. He shall come again, a personal return, upon the clouds of Heaven, to judge the living and the dead, and to bring about a new heaven and a new earth.
8. All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit.
9. Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ.

10. The believer, saved by grace, as a new creature in Christ will, through the gifts of the Holy Spirit, manifest a joyful, thankful, living witness to the saving power of Christ.

3.6 Probation Period

The probation period for all positions at Westside Christian College is six (6) months.

3.7 Salary Package

A salary package will be negotiated at the interview.

This position will be on a fixed term contract for the first 12 months.

4. HIRING OF TEACHERS

4.1 Preliminaries

Advertisements for positions vacant will normally be placed in suitable newspapers and on the College website www.wcc.qld.edu.au under Contact, Employment. Applicants will be provided with a copy of this handbook, and an application form which should be completed and returned to the College. It is advisable for applicants to retain a copy of their completed application form for their own reference. A selected short list will then be prepared and each selected applicant will be invited to attend an interview with members of the College Administration Team. Unsuccessful applicants will be notified in writing.

4.2 Interview

The interview will usually be conducted at the College by a panel of the Administration Team. Advice of the time and place of the interview will be given to applicants. Applicants should come prepared with supporting documentary evidence. The questions asked during the interview focus around two broad headings:

1. teaching experience and competence; and
2. understanding of Protestant Christian education.

All teachers who are interviewed will be advised of the outcome, as soon as possible after the interview. All costs associated with the application and interview, which are incurred by the applicant, must be borne by the applicant, unless a prior arrangement has been negotiated with the College.

4.3 Contract of Employment

Successful applicants will receive a contract of employment which details conditions of appointment. This should be signed and a signed copy returned to the Business Manager.

Successful applicants are required to be members of the Association for Parent-Controlled Christian Schools at Brisbane, which requires payment of an annual membership fee, (see the Membership Application Form for details).

5. DUTY STATEMENT

WESTSIDE CHRISTIAN COLLEGE

POLICIES, INFORMATION AND PROCEDURES HANDBOOK

SECTION 2 - DUTY STATEMENTS

ITEM:

CLASSROOM TEACHER

ITEM No:

2.3.4

ISSUED:

26 March 1996

REVISED:

April 2009

December 2014

September 2016

PAGES:

6

1. **POSITION TITLE:** CLASSROOM TEACHER
2. **SECTION/SCHOOL:** KINDERGARTEN/ PRIMARY/SECONDARY
3. **MAIN PURPOSE OF THE JOB:** To provide quality instruction to students within the College's protestant, Biblical framework
4. **POSITION IN THE COLLEGE**
 - (A) **DIRECTLY RESPONSIBLE TO:** Principal/ Head of Primary/Secondary / Instructional Deans

5. KEY RESPONSIBILITIES:

Consistent with the protestant Biblical basis of the College:

1. Exhibit appropriate Christian personal qualities;
2. Effectively manage instructional time;
3. Effectively manage student behaviour;
4. Demonstrate competent instructional skills;
5. Systematically monitor student performance;
6. Provide instructional feedback;
7. Produce plans and systems to facilitate instruction;
8. Communicate within our school community;
9. Perform other assigned non-instructional duties;
10. Exhibit Godly relationships; and
11. Subscribe to the Protestant, biblical basis of the College:

KEY AREA OF RESPONSIBILITY: 1

Exhibit appropriate Christian personal qualities.

- 1.1 Teacher shows an integrated Christian outlook in speech and actions.
- 1.2 Teacher enters into teaching with a consecrated spirit of Christian service.
- 1.3 Teacher is careful to maintain a good personal appearance.
- 1.4 Teacher is punctual (arriving at college for meetings, for classes and other activities).
- 1.5 Teacher uses initiative.
- 1.6 Teacher is creative and imaginative.
- 1.7 Teacher is enthusiastic.
- 1.8 Teacher uses sound judgement.
- 1.9 Teacher shows friendliness by being genuinely interested in colleagues, students and parents.
- 1.10 Teacher is regular in attendance at Lord's Day worship and other activities of the church attended.
- 1.11 Teacher is conversant with and supports constitutional basis of the college and seeks to uphold this basis in all aspects of service.

KEY AREA OF RESPONSIBILITY: 2

Effectively manage instructional time.

- 2.1 Teacher has materials, supplies, and equipment ready at the start of the lesson or instructional activity.
- 2.2 Teacher gets the class started quickly.
- 2.3 Teacher gets students on task quickly at the beginning of each lesson or instructional activity.
- 2.4 Teacher maintains a high level of student time-on-task.

KEY AREA OF RESPONSIBILITY: 3

Effectively manage student behaviour.

- 3.1 Teacher has established a set of rules and procedures that govern the handling of routine administrative matters.
- 3.2 Teacher has established a set of rules and procedures that govern student verbal participation and talk during different types of activities - whole-class instruction, small-group instruction, and so on.
- 3.3 Teacher has established a set of rules and procedures that govern student movement in classroom during different types of instructional activities.
- 3.4 Teacher frequently monitors the behaviour of all students during whole-class, small-group, and seatwork activities and during transitions between instructional activities.
- 3.5 Teacher stops inappropriate behaviour promptly and consistently, yet maintains the dignity of the student.
- 3.6 Teacher encourages Christ-like behaviour.

KEY AREA OF RESPONSIBILITY: 4

Demonstrate competent instructional skills.

- | | |
|------|---|
| 4.1 | Teacher begins lesson or instructional activity with a review of previous material. |
| 4.2 | Teacher introduces the lesson or instructional activity and specifies learning objectives when appropriate |
| 4.3 | Teacher speaks fluently and precisely. |
| 4.4 | Teacher presents the lesson or instructional activity using concepts and language understandable to the students. |
| 4.5 | Teacher provides relevant examples and demonstrations to illustrate concepts and skills. |
| 4.6 | Teacher assigns tasks that students handle with a high rate of success. |
| 4.7 | Teacher asks appropriate levels of questions that students handle with a high rate of success. |
| 4.8 | Teacher conducts lesson or instructional activity at a brisk pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns. |
| 4.9 | Teacher makes transitions between lessons and between instructional activities within lessons efficiently and smoothly. |
| 4.10 | Teacher makes sure that the assignment is clear. |
| 4.11 | Teacher summarises the main point(s) of the lesson at the end of the lesson or instructional activity. |
| 4.12 | Teacher presents all subject matter from the college's protestant, Biblical world and life view. |

KEY AREA OF RESPONSIBILITY : 5

Systematically monitor student performance.

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| 5.1 | Teacher maintains clear, firm, and reasonable work standards and due dates. |
| 5.2 | Teacher circulates during classwork to check all students' performance. |
| 5.3 | Teacher routinely uses oral, written, and other work products to check student progress. |
| 5.4 | Teacher poses questions clearly and one at a time. |

KEY AREA OF RESPONSIBILITY: 6

Provide instructional feedback.

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|-----|---|
| 6.1 | Teacher provides feedback on the correctness or incorrectness of in-class work to encourage student growth. |
| 6.2 | Teacher regularly provides prompt feedback on assigned out-of-class work. |
| 6.3 | Teacher affirms a correct oral response appropriately, and moves on. |
| 6.4 | Teacher provides sustaining feedback after an incorrect response or no response by probing, repeating the question, giving a clue, or allowing more time. |

KEY AREA OF RESPONSIBILITY: 7

Produce plans and systems to facilitate instruction.

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| 7.1 | Teacher has an instructional plan that is compatible with the college and system-wide curricular goals. |
| 7.2 | Teacher uses diagnostic information obtained from tests and other assessment procedures to develop and revise objectives and/or tasks. |
| 7.3 | Teacher maintains accurate records to document student performance. |
| 7.4 | Teacher has instructional plan that matches/aligns objectives, learning strategies, assessment, and student needs at the appropriate level of difficulty. |
| 7.5 | Teacher uses available human and material resources to support the instructional programme. |

KEY AREA OF RESPONSIBILITY: 8

Communicate within our school community.

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| 8.1 | Teacher treats all students in a fair and equitable manner. |
| 8.2 | Teacher interacts effectively with students, co-workers, parents, and community. |

KEY AREA OF RESPONSIBILITY: 9

Perform other assigned non-instructional duties.

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|-----|---|
| 9.1 | Teacher carries out non-instructional duties as assigned and/or as need is perceived. |
| 9.2 | Teacher adheres to established laws, policies, rules, and regulations. |
| 9.3 | Teacher follows a plan for professional development and demonstrates evidence of growth. |
| 9.4 | Teacher attends meetings and extra curricular activities as assigned. |
| 9.5 | Teacher participates actively in co-curricular college activities eg. cultural, social, Spring Fair etc |

KEY AREA OF RESPONSIBILITY: 10

Exhibit godly relationships.

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|------|---|
| 10.1 | Teacher maintains good relationships with other staff, students, and parents. |
| 10.2 | Teacher is co-operative. |
| 10.3 | Teacher sensitively expresses convictions on professional matters. |
| 10.4 | Teacher accepts group decisions graciously and abides by same. |
| 10.5 | Teacher uses discretion and consideration in speaking of the college or of colleagues. |
| 10.6 | Teacher reflects a spirit of Christian love in dealing with students. |
| 10.7 | Teacher provides for individual emotional, physical and social differences. |
| 10.8 | Teacher stimulates the development of responsibilities inside and outside of the classroom. |

KEY AREA OF RESPONSIBILITY: 11

Maintain Workplace, Health and Safety.

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| 11.1 | promote a positive safety culture in the College; |
| 11.2 | support the Principal in the establishment of a WHS Management System and in the carrying out of his/her various roles and responsibilities in WHS.; |
| 11.3 | assist in the integration of the WHS Management System with other management functions of the College; |
| 11.4 | comply with the College WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment; |
| 11.5 | identify any unsafe behaviour, or unsafe or unhealthy conditions, and rectify or report these to the Principal; |
| 11.6 | adopt risk management strategies to minimise risk of injury to people and property in the workplace; |
| 11.7 | be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by his/her acts or omissions at work; |
| 11.8 | cooperate with his/her Principal or other person so far as is necessary to enable compliance with any requirements under the <i>Qld Workplace Health and Safety Act 1995</i> and the regulations that are imposed in the interest of health, safety and welfare on the College or any other person; |
| 11.9 | attend WHS supervisor and other education and training opportunities, as provided, and apply learning; |
| 11.10 | report or make recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods; |
| 11.11 | ensure own work areas are tidy and safe; |
| 11.12 | cooperate in the annual WHS auditing process; |
| 11.13 | ensure effective supervision of students at all times when students are in their care; |
| 11.14 | ensure that safety instruction is given to all students prior to undertaking any activity where risk is involved; |
| 11.15 | be able to use fire-fighting equipment, and respond to fire/first aid emergencies/lockdown/bomb threat; |
| 11.16 | ensure students follow safety procedures and that protective equipment is worn when necessary; |
| 11.17 | ensure safety devices (eg. machine guards) are in good condition and are used correctly; |
| 11.18 | report any defective equipment to the Head of Department; |
| 11.19 | investigate all accidents which have happened while the teacher is supervising; and |
| 11.20 | ensure that risk assessments are undertaken for all activities arranged by the teacher, and that control measures are implemented, and that assessments are monitored and reviewed (this especially applies to excursions, overseas trips, end of year break-up activities, particularly those, which involve swimming, and the various carnivals – athletics, swimming, cross-country and to all sports activities). |
| 11.21 | promote a positive safety culture in the College; |
| 11.22 | support the Principal in the establishment of a WHS Management System and in the carrying out of his/her various roles and responsibilities in WHS.; |
| 11.23 | assist in the integration of the WHS Management System with other management functions of the College; |

KEY AREA OF RESPONSIBILITY 12:

Follow Workplace Health and Safety procedures:

The Teachers must:

1. promote a positive safety culture in the College;
2. support the Principal in the establishment of a WHS Management System and in the carrying out of his/her various roles and responsibilities in WHS.;
3. assist in the integration of the WHS Management System with other management functions of the College;
4. comply with the College WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment;
5. identify any unsafe behaviour, or unsafe or unhealthy conditions, and rectify or report these to the Principal;
6. adopt risk management strategies to minimise risk of injury to people and property in the Work;
7. be responsible for own health and safety and for the health and safety of others in the Work who may be affected by his/her acts or omissions at work;
8. cooperate with his/her Principal or other person so far as is necessary to enable compliance with any requirements under the *Qld Work Health and Safety Act 2011* and the regulations that are imposed in the interest of health, safety and welfare on the College or any other person;
9. attend WHS supervisor and other education and training opportunities, as provided, and apply learning;
10. report or make recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
11. ensure own work areas are tidy and safe;
12. participate in the annual WHS auditing process;
13. ensure effective supervision of students at all times when students are in their care;
14. ensure that safety instruction is given to all students prior to undertaking any activity where risk is involved;
15. be able to use fire-fighting equipment, and respond to fire/first aid emergencies/lockdown/bomb threat;
16. ensure students follow safety procedures and that protective equipment is worn when necessary;
17. ensure safety devices (eg. machine guards) are in good condition and are used correctly;
18. report any defective equipment to the Head of Department;
19. investigate all accidents which have happened while the teacher is supervising; and
20. ensure that risk assessments are undertaken for all activities arranged by the teacher, and that control measures are implemented, and that assessments are monitored and reviewed (this especially applies to excursions, overseas trips, end of year break-up activities, particularly those, which involve swimming, and the various carnivals – athletics, swimming, cross-country and to all sports activities)

6. CHILD PROTECTION AND SAFETY

1. Westside Christian College is committed to the safety and well-being of all of its students. We support the rights of the child and will act without hesitation to ensure a safe environment for children is maintained at all times. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants in the work and life of the College.
2. The College has a Code of Conduct (Child Protection) for all staff of the College to which staff are required to assent and by which staff must abide. All non-teaching staff are required by law to undergo a Criminal History Check. To be employed, all non-teaching staff must have a current SUITABILITY NOTICE (BLUE CARD) issued by the Public Safety Business Agency (PSBA).

NO BLUE CARD - NO JOB

7. EMPLOYMENT COLLECTION NOTICE

TO: All job applicants and senders of unsolicited CVs.

1. In applying for this position you will be providing Westside Christian College with personal information. We can be contacted at:
 - 65 Stuart Street, GOODNA QLD 4300
 - PO Box 282, GOODNA QLD 4300
 - Ph (07) 3437 9000
 - Fax (07) 3437 9010
 - Email admin@wcc.qld.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to twelve weeks.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information regarding whether you are or have been subject of an Apprehended Violence Order and certain criminal offences under Child Protection Law, for applicants who are not teachers.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for up to twelve months.