



Westside
Christian College
Achievement Belonging Care

APPLICATION HANDBOOK

TEACHER AIDE PRIMARY LEARNING SUPPORT

Effective: 13/09/17

WESTSIDE CHRISTIAN COLLEGE
APPLICATION INFORMATION HANDBOOK
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1. THE MISSION OF WESTSIDE CHRISTIAN COLLEGE

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.

2. QUALIFICATIONS

2.1 Specific Qualifications

Requirements are shown in the Position Description in this Booklet.

3. CONDITIONS OF EMPLOYMENT

3.1 Conditions of Employment for Accounts Receivable & Accounting Officer

These are laid down in the College's Collective Agreement and consistent with the national employment standards. This position will be a fixed term full-time contract position for one year with the expectation that if the person is successful in the position then a permanent position would be offered.

3.2 Work Environment

1. Public Transport

1. Rail

The nearest railway station is 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 College's Enterprise Agreement.

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

A new employee will be given a Workplace Health and Safety briefing on commencing employment. In addition the College has an induction programme that employees must complete during the first week of employment. The induction programme is designed to ensure new employees are familiar with the Workplace Health and Safety system used by the College.

The College puts safety first for all employees and expects employees to be actively involved in their work group Workplace Health and Safety committee.

Workplace Health and Safety policy and procedures are published on our in-house Complispace System.

5. Compensatable Injury

In the event of a compensatable injury, an employee must advise the Workplace Rehabilitation Coordinator as soon as is practicable.

6. Workplace Rehabilitation Programme

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. This is further covered in Section 6.

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 Summary of Collective Agreement

1. Annual wage for this position is from the School Officers Award within the range of \$44,894 to \$56, 751.
2. Paid Maternity Leave:
(applicable to only permanent positions)
 - 6 weeks paid maternity leave (at full pay) after 1 year of service; or
 - 12 weeks paid maternity leave (at half pay)

Paid Paternity leave – up to 1 week after 1 year of service and personal leave up to 1 week.
3. Voluntary Superannuation – the College will contribute (for permanent positions) an additional 5% Super if the employee contributes an equivalent, voluntary 5% by way of salary sacrifice.
4. Personal Leave – 10 days per annum cumulative.
5. School Fees Discount (applies to full-time/part-time permanent positions only) – a discount applies to the fees of children of staff enrolled as students of the College.

4. HIRING PROCESS

4.1 Preliminaries

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 a member of the College Board and various College staff. Unsuccessful applicants will be notified in writing.

4.2 Interview

The interview will usually be conducted at the College by a panel. Advice of the time and place of the interview will be given to applicants. Applicants should come prepared with supporting documentary evidence.

All applicants 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.

4.3 Contract of Employment

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

5. DUTY STATEMENT

5.1 POSITION TITLE: OUT OF HOME CARE LIAISON OFFICER

5.2 SECTION/SCHOOL: PRIMARY SEE

5.3 MAIN PURPOSE OF THE JOB:

This critical position is located in our Primary Special Education Element (SEE). The successful applicant will be working collaboratively with the SEE teacher in the delivery and support of curriculum to our small class of verified students. While previous experience working with students on individualised and personalised programs is desirable, it is not essential.

5.4 POSITION IN THE COLLEGE:

(A) DIRECTLY RESPONSIBLE TO: Head of Primary and Director of Learning

(B) DIRECTLY RESPONSIBLE FOR: Working with The SEE Teacher.

5.5 KEY RESPONSIBILITIES:

Consistent with the Protestant Biblical basis of the College:

GENERAL

1. Exhibit appropriate Christian personal qualities;
2. Exhibit godly relationships;
3. Function effectively as part of a team;

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 members 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

It is the responsibility of Westside Christian College to warn all employees and potential employees that it is an offence for a disqualified person to sign a Blue Card Application form.

Who is a disqualified person?

A person is disqualified if they:

- have been convicted of a disqualifying offence (including a child - related sex or pornography offence, or murder of a child)
- are a reportable offender with current protection prohibition order, or
- are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card.

In very limited circumstances, the Commissioner can declare a disqualified person eligible to apply for a blue card.

If the Agency declares a disqualified person eligible they can then lodge a blue card application.

So if you fall into any of the above categories, you will not be employed at Westside Christian College.

NO BLUE CARD - NO JOB

7. EMPLOYMENT COLLECTION NOTICE

TO: All job applicants and senders of unsolicited CV's

1. In applying for this position you will be providing Westside Christian College with personal information. We can be contacted at 65 Stuart Street, PO Box 282, Goodna Q 4300, admin@wcc.qld.edu.au (07) 3437 9000.
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 12 months.
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 12 months.