



Bairnsdale Christian Community School

Becoming • Being • Belonging

Employment Application Pack

Kindergarten Teacher



Bairnsdale Christian Community School

Becoming • Being • Belonging

Dear Applicant,

We are pleased that you are taking the time to provide us with your application for the position of Teacher at Bairnsdale Christian Community School. It is expected that the new Kindergarten Teacher for will commence asap.

Please read the following information carefully before submitting an application to enable you to get to know our school and our culture as you consider applying for the position of Kindergarten Teacher. We appreciate your consideration of this position at Bairnsdale Christian Community School and will be very pleased to receive your application.

Should you require more information regarding the School and/or the application process, please do not hesitate to contact us by calling the school on (03) 5153 0079 or by emailing our Administration Manager, Ms Robyn Harcourt at admin@bccs.vic.edu.au.

May God bless you as you seek His will and His direction.

Blessings,

Mr. Garry Dunn
Acting Principal

Get to know BCCS!

Vision

Our vision is to graduate young people of strong Christian character who will influence their world.

Mission

Our School is a vibrant community partnering with parents to educate, nurture and equip their children to the highest standard so they shine wherever they are, discovering their unique gifts and serving God significantly and passionately in a complex world.

Motto

Wisdom for Life

Core Values

Bairnsdale Christian Community School holds to the three shared core values of love, wisdom and integrity which are woven through all that is done in the School from the boardroom through to the classroom. These values describe both how we conduct ourselves while members of the School and the qualities of character that will be needed by students when they leave our School to participate in complex life roles.

We Value Love

“Being recognised for our love of God, people and the environment.”

We encourage our students to understand that love is a conscious choice to value each individual, actioned by placing the needs of others before one's own, being supportive and encouraging, and respecting the perspective of others.

We Value Wisdom

“Being able to understand the world and life from a Biblical perspective.”

We encourage our students to pursue, with humility, their personal best in all spheres of life. Growing intellectually, physically, socially, personally, and spiritually through applying Wisdom in the choices and decisions they make as they discover God's word and purposes.

We Value Integrity

“Displaying the Godly characteristics of honesty, faithfulness and justice.”

Our students are respectful by choosing to see the best in others, and valuing authenticity and honesty within themselves.



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Early Childhood Teacher - Position Description

As an early childhood Teacher your priority is to provide safe, stimulating environments where young children can thrive. Doing the job right requires vision, expertise, and a commitment to helping children in the opening stages of their development. As an ECT, you are required to support, contribute, and motivate the kindergarten team, who nurture the learning abilities of our kindergarten children. Provide a high standard developmentally based educational program to meet the needs of children attending the Kindergarten.

As an early childhood teacher at Bairnsdale Christian Community School Kindergarten, you are encouraged to establish and maintain a God-honouring spiritual and emotional atmosphere and effective lines of communication amongst the staff, students and parents within the kindergarten and embrace innovation, technology, and sustainability, in delivering the objectives and key responsibilities of the role.

Responsible to: Principal and Business Manager

Qualification and Experience

- Bachelor of Teaching (Early Childhood) or Bachelor Early Childhood Education – minimum
- Experience and proven ability in teaching in kindergarten environment.
- Experience in working with parent groups.
- Some supervisory experience would be an advantage.
- Satisfactory Police and Working with Children Check.

Main Qualities and Objectives:

- Well-informed of current early learning educational practices and philosophies, both within the Christian school movement and alternative education systems.
- Able to demonstrate a sound knowledge of teaching from a Christian worldview perspective (encompassing biblical foundations that are consistent with our Confession of Faith) and be able to ensure that such teaching is effectively implemented.
- Able to provide a Godly example to staff and students through his/her manner and general lifestyle.
- Continually improve the quality of service and operating systems of the Kindergartens.
- Demonstrate positive and supportive behaviours, consistent with Bairnsdale Christian Community School's values, towards all staff, contractors, and Educational Leadership.

Key Responsibilities

- Plan, implement and evaluate an appropriate educational program to meet the needs of local children attending the Kindergarten.
- Ensure that the Kindergarten teaching team operates in accordance with regulations and conditions of subsidy determined by the Department of Education and Training and in accordance with Bairnsdale Christian Community School Policy.
- Manage the administrative aspects of kindergarten teaching and learning. Including attending meetings and providing reports so that parents are involved with and understand program objectives.
- Liaise and co-operate with the Principal with relevant service providers involved in children's services within the Bairnsdale district and in the field of early childhood

and family services to ensure that the educational needs of children are met effectively.

- Ensure that the Educational program is properly implemented.
- Provide support and guidance to parents in relation to education of their children.
- Liaise closely with the Bairnsdale Christian Community School Principal, School Board, Parent and Friends and Parents to provide and maintain appropriate financial, administrative, and developmental records.
- Provide interim (when requested) and annual reports concerning operation of the Kindergarten to the Principal and School Board.
- Promote the Kindergarten within the community so that its aims and objectives are clearly understood.

In relation to Families:

- Encourage parent involvement in the program.
- Provide suitable orientation/information for new families.
- Be sensitive and understanding of different needs of families.
- Maintain confidentiality.

In relation to Children:

- Develop positive relationships with children.
- Show respect for children.
- Implement effective and appropriate behaviour management strategies.
- Encourage children to develop independence and responsibility.
- Take observations of and gather information about children for development of child profiles.

Teaching

- Develop curriculum and lesson plans in conjunction with early childhood teaching team.
- Provide effective pre-entry assessment and induction for new ELC students.
- Maintaining, monitoring, and recording individual student progress, reporting to parents, including compiling transition reports.
- Attend staff and parent meetings as required.
- Adhere to the 'Standards of Professional Practice' as required by the Victorian Institute of Teaching (VIT)
- Use a range of teaching strategies and styles appropriate to the early learning students.
- Establish clear, challenging, and achievable expectations for the ELC students.
- Provide pastoral care and welfare support for students.
- Structure learning tasks to provide for individual learning needs and the diversity of students' backgrounds.
- Use effective classroom management strategies that encourage students to take responsibility for their wellbeing and learning.
- Develop relationships with students that encourage positive attitudes to learning.
- Respond effectively to the impact of students' varying physical and intellectual abilities throughout the learning process.

Risk Management

- Ensure Bairnsdale Christian Community School Kindergarten's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Bairnsdale Christian Community School in a professional and confidential manner.

Occupational Health and Safety

- Ensure Bairnsdale Christian Community School Kindergarten's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the Kindergarten service interferes with or places at risk the health and safety of any person at the workplace.
- Clean room & all equipment regularly.

Accountability and Extent of Authority

Under the guidance of the School Principal, authority is extended to decision and policy making within areas managed not requiring a direct School Leadership resolution, within the constraints of the Bairnsdale Christian Community School and Kindergarten Plan, policy and delegations, statutory obligations, and budget.

In relation to Reporting, Accountability and Compliance:

- Monitor completion of medication, alternate collection, incident/accident reports.
- Be constantly aware of quality assurance and legislative issues.
- Keep up to date with changing curriculum and legislation issues.

Specialist Skills and Knowledge

- Conceptual skills and knowledge to develop and deliver appropriate educational programs and teaching methods.
- Organisational skills and knowledge which enable methods and programs to be prepared for the teaching sessions.
- Practical teaching skills and knowledge which enable kindergarten children to learn as quickly as possible and in accordance with their ability.
- Ability to operate planning, organising, and teaching aids.

Management Skills

Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal Skills

- Excellent written and oral skills.
- Ability to work as a team member and maintain effective communication with staff. Ability to communicate within all levels of Council, community and external sources as required.

In relation to Other Staff:

- Assist other staff with implementing the program.
- Guide and assist others to develop good early childhood practices.
- Work as a team member.
- When Director is not present, step into her role.

In relation to Community Involvement and Communication:

- Attend School staff meetings.
- Promote the service within the community.
- Respond to diverse community needs.
- Be an active participant in the School and local church communities.

In relation to Professional Development:

- Demonstrate commitment to ongoing professional development.
- Attend relevant training as required.

Child Safety Statement

Bairnsdale Christian Community School has a zero tolerance for any form of child abuse. We believe ALL children are fearfully and wonderfully made. Therefore, we are committed to

promoting and providing a child safe environment where children and young people are safe, feel safe, and their voices are heard.

Every person involved in Bairnsdale Christian Community School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Page Break

Approval of Position Description

Position Title: **Early Childhood Teacher**

Approval by Principal:

----- Date: _____ / _____ / _____
Name (Please Print Signature)

Acknowledgement by employee:

----- Date: _____ / _____ / _____
Name (Please Print Signature)



Teaching Staff Application Form

Position Applying For: _____

Section 1. Personal Details					
Given name/s:		Surname:		Title	
DOB:		Email:			
Preferred Contact Number:		Alternate Contact Number:			
Street Address:					
Where did you see the position advertised?					

Section 2. Pre-Employment Criteria		
<ul style="list-style-type: none"> ● Are you currently registered with the Victoria Institute of Teaching? If yes, please provide your VIT registration number: ● Are you currently a registered teacher in another state? If yes, please provide your registration number: State of registration: 	Yes Full	No Provisional No Provisional

Section 3. Employment and Professional Details					
Dates Employed		School	Year Level/ Subject Area	Reason for Leaving	
From	To				

Please list any Positions of Added Responsibility you have held in your teaching career and for how long:

Please list the qualifications you have and attach a copy to your application:

Qualification	Year Obtained	Institution

Section 3a. Preferences - Please attach copies of formal qualifications															
<ul style="list-style-type: none"> ● Which types of sector/s are you formally qualified to teach? <ul style="list-style-type: none"> ○ Early Childhood (Pre-Kinder & Kindergarten) ○ Primary (Prep - Year 6) ○ Secondary (Year 7 - Year 12) ○ Students with Disabilities / Special Needs ○ Instrumental Music Teacher ○ Physical Education 	<table> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
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<ul style="list-style-type: none"> ● Please list Subject Areas you are qualified to teach: 															

Please list any professional associations you belong to:

List any areas of curriculum or curriculum development in which you have special interest, experience, or training:

Please provide details of co-curricular activities in which you have been involved and any other you would like to assist in:

Please provide details of any current studies you are undertaking:

What specific contribution can you make to our School from your past experiences?

What length of commitment are you prepared to make to our school?

Section 4. Personal Faith Journey

Describe your current church affiliation and attendance:

Describe your Christian journey and how it has brought you to apply for this role:

Briefly outline your philosophy of teaching in a Christian school:

Section 5. References

Please provide contact details of at least three referees; two must be professional referees and one must be your current minister/pastor.

Professional Referee #1

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

Professional Referee #2

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

Current Pastoral/Ministerial Referee

Name:		Position Held:	
Organisation:		Phone Number:	
Professional relationship to you:			
Email:			

National Criminal History Records Check

Please be advised that all staff appointed are required to have an up-to-date NCHRC.

Section 6. Supporting Documentation

With the Teacher's Application Form please include any supporting documentation. This may include:

- Curriculum Vitae
- Birth Certificate, or other identification e.g., photocopied passports, Marriage Certificate, etc.
- Tertiary institution results, including degrees, diplomas, or other professional qualifications
- Character and professional references
- Details of courses completed, including Bible College. Christian Education (if necessary, attach a list showing full details)
- Any other certificates/papers showing qualifications e.g., first aid, cooking, lifesaving etc.
- A photograph of yourself.

Section 7. Declarations

I declare that all the information given in and provided with this application is true and complete to the best of my knowledge.

Name:

Date:

Signed:



Confession of Faith

We believe in the Divine inspiration and the infallibility and the entirety of the Bible and that the Holy Spirit so moved the writers that what they wrote are authentic statements of truth.

We believe there is one God in whom there are three equal Divine persons revealed as the Father, the Son, and the Holy Spirit and who of His own sovereign Will created the heavens and the earth and all that is contained within the universe.

We believe the Lord Jesus Christ is the eternally existing only begotten son of the Father conceived of the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us; as man He was God.

We believe all men are in a fallen, sinful, and lost condition through the rebellion of Adam and Eve who were created without sin and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment of Hell.

We believe that salvation from the penalty and consequences of sin is found only through the substitutionary atoning death and resurrection of the Lord Jesus Christ.

We believe it is the Spirit alone who convicts men of sin, leads them to repentance, creates faith within them and regenerates and fills those who believe in the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

We believe Christ died for our sins, was buried and on the third day rose from the dead; that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father.

We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

We believe those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord while those who have not believed will be resurrected to stand at the judgment seat of God to receive His judgment and eternal condemnation to Hell.

We believe in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.

We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ which finds its visible manifestation in the local community of believers and ministers through the co-operative exercise of God-given gifts by the entire membership. Each local/community of believers is competent under Christ as Head of the Church to order its life without interference from any civil authority.

Please sign appropriately:

On the basis of the information provided above, I hereby apply for a teaching position. I am in full agreement with the Confession of Faith as set out.

Applicants Signature

Date

Section 8. Interview Preparation

In the event that you will be invited to meet with the Principal for an interview, please find below a number of areas which will be covered during the interview.

- What is your approach to teaching?
- How would you describe your behaviour management style?
- What experience have you had in curriculum development and innovation?
- What approach do you think a Christian School should take to the following areas: the theory of Evolution; Bullying/Cyberbullying; Drug-taking; Alcohol and Smoking.