

**Learning Assistant  
Junior School**

**Application Pack**

# Calvary Christian College

*A Ministry of Logan Uniting Church*



*Learning in the light of Christ*

Postal Address: Calvary Christian College  
PO BOX 4157  
LOGANHOLME QLD 4129

Carbrook Campus: 559 – 581 Beenleigh-Redland Bay Road  
CARBROOK QLD 4130  
P: 07 3287 6222

Springwood Campus: 161 Dennis Road  
SPRINGWOOD QLD 4127  
P: 07 3808 8368

Email: [HR@calvarycc.qld.edu.au](mailto:HR@calvarycc.qld.edu.au)



## Information for Applicants

Thank you for responding to the Learning Assistant advertisement. Please read through the accompanying material which includes -

- Application Pack
- Position Description
- A sheet entitled "Working at Calvary Christian College"
- Employment Collection Notice
- Statement of Beliefs
- Staff Lifestyle Agreement

Applicants can apply in writing or via email to [HR@calvarycc.qld.edu.au](mailto:HR@calvarycc.qld.edu.au) and include the following

- Application form
- A covering letter
- A curriculum vitae including details of employment, studies undertaken. including your work experience in performing the Responsibilities and Key Duties, which demonstrates the required capability to execute them to a high standard, qualifications and church involvement.
- A reference from your minister or church leader (must be current)
- A reference or referee contact details, from the last two years.
- Statement of Beliefs (Signed)
- Staff Lifestyle Agreement (Signed)

**The applications are to be submitted by COB Wednesday 13 June 2018.**

***The College reserves the right to appoint a suitable applicant prior to the closing date for this position.***

Application can be submitted via any of the below channels.

Channel	Contact Information
Mail	Steven Coote Principal Calvary Christian College PO Box 4157 Loganholme QLD 4129
Delivered	Calvary Christian College 559 – 581 Beenleigh-Redland Bay Road, Carbrook
Emailed	<a href="mailto:HR@calvarycc.qld.edu.au">HR@calvarycc.qld.edu.au</a>

For further information please contact the College on 07 3287 6222 or email [HR@calvarycc.qld.edu.au](mailto:HR@calvarycc.qld.edu.au).



## **Learning Assistant - Junior School**

### **Role Definition**

Calvary is a Childcare to Year 12, dual campus college located in Springwood and Carbrook. Calvary has strong Biblical foundations. Our College utilises the Primary Years Programme (PYP) curriculum framework and strives for excellence in all areas.

These part-time contract positions are in the Junior School at our Carbrook and Springwood Campus, supporting teachers and students learning.

### **Hours**

To be discussed at the interview.

### **Key Responsibilities**

The Learning Assistant works at the direction of teachers, the Learning Coach and Plaza Director, to support students. A key aspect of the role is direct support of students with disabilities and learning difficulties in the classroom. Confidentiality and sensitivity in communication is an important component of the role.

### **Selection Criteria**

The successful applicant will:

- Be an experienced Learning Assistant with appropriate qualifications and or skills in Education Support
- Have experience in supporting students with additional needs (including students with disabilities)
- Demonstrate sound person qualities of tact, reliability and an ability to work with others both individually and as a member of a team
- Have knowledge of classroom activities, procedures and school policies
- Demonstrate willingness to undertake specific training to enhance student support as necessary
- Demonstrate basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behavior as applied in a work environment

### **Required**

- A working with Children Suitability Blue Card

### **Accountability**

The Learning Assistant is directly accountable to the Classroom Teacher, Learning Coach and Learning Plaza Director.



### **Location**

The Junior School Learning Assistant will be required to work at the Carbrook and/or Springwood Campus.

### **Conditions of Appointment**

#### **1. Award/Agreement**

The Junior School Learning Assistant will be employed under the terms of the Calvary Christian College Union Collective Agreement 2015.

#### **2. Probation**

This appointment is subject to the satisfactory completion of a probation period of three-six months.

#### **3. Salary**

The Junior School Learning Assistant will be paid a salary commensurate with skills and experience.

#### **4. Hours**

The hours and days will be discussed at the interview.



## **Working at Calvary Christian College**

### **Your Employer**

Staff are employed by the Council of Calvary Christian College

### **The College's Expectations**

- Staff members will be committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members will subscribe to the aims of the College and be committed to the Christian values of the College (see prospectus)
- Staff members will pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members will work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members will participate in the College's strategic planning and professional development activities and attend the annual staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College

### **Industrial Matters**

All staff are covered by a College Union Collective Agreement available upon request.



## **Employment Collection Notice (adopted from the Privacy Manual)**

1. In applying for this position you will be providing Calvary Christian College with personal information. We can be contacted by phone on (07) 3287 6222; by fax on (07) 3287 6030; by email at [info@calvarycc.qld.edu.au](mailto:info@calvarycc.qld.edu.au); or by mail at PO Box 4157, Loganholme Qld 4129.
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 *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. However, we usually disclose this kind of information to the following types of organizations: Board of Teacher of Registration, government departments such as the Police Department for a criminal record check,
6. We are required to conduct a criminal record check collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.\*
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 *12 months*.

\* Currently applicable in NSW and QLD.



## Statement of Beliefs

1. We believe in one God, Father, Son and Holy Spirit (Deut 6: 4; Mt 28: 19; Jn 14: 16; 16: 7)
2. We believe God (Father, Son and Holy Spirit) is the creator and sustainer of all (Gen 1: 1,2; 2: 7; Col 1: 16; Ps 104: 27-30)
3. We believe human beings are created in the image of God (Gen 1: 26,27)
4. We believe the essence of sin is rejection of and rebellion against God (Gen 3: 1-7; Rom 1: 21-23)
5. We believe this sin resulted in a broken relationship with God, each other and creation (Gen 3: 8-24); and is further reflected in a broken world and in idolatry, immorality, dishonesty, greed, injustice, abuse (self, others and creation), selfishness and the like (Rom 1: 26-32; 8: 20,21; Eph 4: 25-5: 20; Gal 5: 19-21)
6. We believe in the Centrality of Jesus Christ:
  - a. Fully God, fully human (Mt 1: 18-23; Jn 1: 1, Jn 10: 30; Col 2: 9; Heb 4: 15, 1Jn 4: 2, 3; Phil 2: 6, 7)
  - b. Lived a life of perfect obedience (Heb 5: 8; Phil 2: 8; Rom 5: 19)
  - c. Died for our sin (Mk 15: 33-39; 2Cor 5: 21)
  - d. Was physically resurrected (Lk 24: 1-9, 36-46; 1Cor 15: 12-58)
  - e. Will come again as the judge of all (Acts 10: 34-43; 2Tim 4: 8)
7. We believe in the resurrection of the dead and the gift of eternal life through Christ (1Cor 15: 12-58)
8. We believe in the power of the Holy Spirit to transform lives and indeed the whole of creation (Jn 14: 16,17; 16: 5-15; Rom 8: 15-17; 2Cor 5: 17,18; Rom 8: 18-27; Eph 1: 9,10)
9. We believe we are saved by God's grace through faith in Christ alone (Eph 2: 8-10; Rom 5: 10,11)
10. We believe the bible is inspired by God (God-breathed). Our faith, teaching and lives are nourished and regulated by the truth of the biblical witness. (2Tim 3: 15-17)
11. We believe the bible (the word of God) points beyond itself to Jesus Christ (the Word of God) on whom alone our faith, hope and salvation rests (Jn 1: 1-18; 14: 6; Acts 4: 10-12)
12. We believe our purpose in life is to love God fully and to love others as Christ has loved us and so participate in building God's Kingdom of love, peace and justice (Mt 22: 37-40; Jn 13: 34; 1Jn 4: 16; Lk 4: 16-21; 11: 2-4)
13. We believe we are called to be witnesses of Jesus Christ in word and action, in the power of the Holy Spirit (Mt 28: 18-20; Acts 1: 8; Rom 1: 16; 10: 9-15)



### **Statement of Beliefs (continued)**

14. We believe we are called to turn away from sin (see 4&5 above) and to grow in Christ-like character exemplified in the fruit of the Spirit (Gal 5: 16-23; Eph 4: 11-5:21; Col 3: 1-17; 2Pet 1: 3-11)
15. We believe we are called to celibacy in singleness and loving faithfulness between a man and woman in marriage (Gen 2: 24,25; Mark 10: 2-12; Eph 5: 21-33; Rom 1: 18-32)
16. We believe that through faith in Christ we are united with all other believers in Christ's Body – the Church – and that this finds expression through our participation in a local church (Mt 16: 13-19; Eph 1: 22,23; 2: 19-22; 3: 10-12; 4: 4-16; Heb 10: 24,25)
17. We believe we are called to unity within the local church and throughout the whole Christian Church (Eph 4: 1-6; 2: 14-18; Jn 17: 20-23; 13: 34-35)
18. We believe all believers (regardless of age, gender, social standing or culture) are gifted by the Holy Spirit and all gifts lead to service that builds God's kingdom (1Cor 12 & 13; Rom 12: 3-8; Eph 4: 7-16; Gal 3: 28)
19. We believe Christ gave us two sacraments – baptism and the Lord's supper – both of which remind us of and connect us with Christ's death and resurrection (Mt 28: 18-20; Rom 6: 3-10; Eph 4: 4-6; Lk 22: 7 -20; 1 Cor 11: 23-25)
20. We believe prayer is communicating with God (listening and speaking) and a means by which God connects us with and includes us in His will and purpose (Lk 11:1-13; Mt 18:19,20; Jn 14:13,14; Phil 4:4-7).

*Note: these statements are based on and subservient to the Christian Scriptures, the Basis of Union of the Uniting Church in Australia and the Apostles and Nicene Creeds*

**I hereby submit to the Statement of Beliefs as stated above during my employment at Calvary Christian College.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Staff Lifestyle Requirement

As members of Calvary Christian College we accept the following Staff Lifestyle Requirements:

- 1 Calvary Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired word of God. These teachings are expounded in many of Calvary Christian College's public and internal documents, both printed and on the school's 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 (subject to the provisions of the *Anti-Discrimination Act 1991(the Act)*) to respect and maintain at all time, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.
- 2 All staff of Calvary Christian College, regardless of their role, are required to be seen to conduct themselves in the course of, or in connection with their work, 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 It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of Calvary Christian College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonable to know, is contrary to the religious beliefs of Calvary Christian College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.
- 4 Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff devotions and Staff Worship Services.

**I hereby subscribe to and affirm my understanding of the above requirements. I understand that continuing my employment at Calvary Christian College implies my ongoing adherence to these principles and the Christian philosophy of the College.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Employment Application Form

**NAME:**.....

**ADDRESS:**.....

.....

**TELEPHONE:** Work..... Mobile.....

Home.....

**EMAIL ADDRESS:**.....

**CITIZENSHIP:**.....

I hereby make application to Calvary Christian College for the advertised position:

- Learning Assistant – Junior School

In completing this application, I have enclosed THREE copies of the following - (please indicate)

- Employment Application Form
- Covering Letter
- Resume
- Reference from Minister or church leader
- Statement of Beliefs
- Staff Lifestyle Agreement

Signed:.....

Date:.....



## Employment Application Form

Do you have any significant physical, health or emotional problems that may hinder your employment at the College? (Leave blank if not applicable):

.....

.....

### Education

1. State your final year of Secondary School qualifications:

State..... Year.....Year level completed.....

School/College:.....

2. List your qualifications and year of completion:

Qualification	Year

### Employment Details

Current Employment:       Full-time       Part-time       Unemployed

Name and Address of Last Employer:.....

.....

Telephone Number:.....Date of Employment:.....

Major Duties:.....

.....

.....

.....



## Employment Application Form

### Christian Commitment

1. I am currently worshipping at .....

2. Previous churches where I have been involved in/a member of are:

.....  
 .....  
 .....

3. I have been involved in the following areas of ministry in during the last 5 years?

.....  
 .....  
 .....

4. Please write a few sentences to describe your current faith experience.

.....  
 .....  
 .....

### Referees

Please indicate two people who know you well and are willing to make a confidential appraisal of yourself.

Name	Address	Contact Number	Years known to Applicant