ABOUT THE COLLEGE

Hillcrest Christian College is a private, inter-denominational, co-educational day school with approximately 1,500 students (Kindergarten to Year 12) located at Reedy Creek on the Gold Coast, Queensland, Australia.

Located on 10 hectares of private, natural bushland, the College is situated in the elevated Hinterland just behind Burleigh Heads, with views to Surfers Paradise and the Gold Coast. Hillcrest caters for Australian and International students enrolling from Kindy to Year 12. Hillcrest is a Christian School because Christian values and principles are modelled and encouraged by staff. It is not a religious school in the traditional sense. We see education as holistic – striving for academic excellence in balance with the physical, creative, social and spiritual aspects of College life.

THE EARLY LEARNING COMMUNITY (KINDERGARTEN)

The Early Learning Community is the first stepping stone in a child’s educational journey at Hillcrest Christian College. We believe it is our greatest gift to nurture and flourish this learning journey for children through their early childhood years in our Kindergarten programs. The College runs a Long Day Care program in a pre-kindergarten room for 3 and 4 year olds which sits alongside the 2 kindy rooms (4 and 5 year olds).

Our Early Learning Community program implements the Queensland Kindergarten Learning Guidelines (QKLG) and is developed in reference to the Early Years Learning Framework (EYLF). At the very heart of the Early Years Learning Framework is the view that early childhood is a time when exploring the notions of being, belonging and becoming are essential to the development of identity, cognitive reasoning and wellbeing.

Our experienced team of Early Childhood Educators see their role as an extension of the family and know the importance of working in partnership with families to see each child’s potential fulfilled. Children in these early years learn through play; it is the work of childhood. Our Kindergarten curriculum encourages hands on learning, giving each child the thrill of self-discovery.

At Hillcrest Christian College Kindy, we believe that each child is a unique creation of God and we strive to encourage each child’s spiritual, physical, social and cognitive development to build a strong foundation for successful learning.

The Kindergarten runs the early learning program 50 weeks of the year, opening Monday to Friday from 6:30am to 6pm with a 2 week shut down over the Christmas and New Year period.

ABOUT THE POSITION

We are seeking to employ an Assistant Educator, to join our Early Learning Community. The successful applicant will be committed to our vision of ‘Excellence in Education’, will have current knowledge and experience in the National Quality Framework and regulations and will believe it is their ministry to work with pre-kindergarten and kindergarten aged children. Hours of work will be determined by the staff roster, alternating between early and late shifts.

All applicants must have a minimum of a Certificate III in Early Childhood Education and Care (or similar) and hold or be eligible to obtain a Blue Card (Working with Children) and Senior First Aid.

The position is a full time 38 Hours Per week.

We welcome applications from both experienced and recently qualified educators, looking to join a dynamic team committed to developing the Early Learning Community and supporting our students.

The successful applicants must be able to strongly support the Christian ethos of the College and our motto of ‘Excellence in Christ’.

Please refer to the Role Description herein for further information.
APPLICATION PROCEDURE

Complete an online Employment Application Form by selecting the ‘apply now’ button on the College website: www.hillcrest.qld.edu.au/careers. There is provision within the application form to upload your current resume which summarises your experience and work history, and lists verbal referees and other skills.

Please note that the application form will not be successfully submitted until the resume and cover letter have been uploaded. An automated response of the completed submission will be sent to you via email. If you have issues with submitting your application, please contact us on the email address below. Applications that are not submitted via the College’s online application form may not be considered or acknowledged.

Questions on this position may be directed to Alicia Shields on 07 5655 0910 or via email: employment@hillcrest.qld.edu.au

CLOSING DATE | 5PM FRIDAY 23 AUGUST 2019

SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel and may commence upon receipt of applications. All applicants will be notified of the selection panels’ decisions within two to four weeks of the closing date. Only short-listed applicants will be interviewed. The interview will consist of a series of questions, based on determining the capacity of the applicant to fulfil the requirements of the role. Candidates may also be given the opportunity to give examples of how they would handle case scenario situations.

Reference checks may be undertaken at any time throughout the application process. Should you not wish this to happen, please advise in your covering letter.

GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the Hillcrest Christian College Enterprise Agreement 2017. Wages are paid fortnightly into employees nominated bank account.

The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst participating in a College activity.

Policies and procedures are in place for College staff, including those required by workplace laws and Worksafe Australia. It is important that these policies and procedures are adhered to by all staff.

All new employees undergo an induction upon commencement of employment.
EXEMPLARY EXPECTATIONS OF A HILLCREST CHRISTIAN COLLEGE EMPLOYEE

To uphold and promote Our Mission, Our Motto, Our Values, Statement of Faith and Lifestyle Requirements. To demonstrate these values in attitude, communication, work performance and relationships with others.

OUR MISSION
Our mission is to provide quality education and to deliver to society young people who:

- have knowledge to discern what is good and have the skills and the spirit to commit themselves to action for a better society
- demonstrate self-discipline, integrity and compassion in their lifestyle
- are prepared for success in personal life, in further education and in employment
- have discovered the truth of the Gospel of Jesus and are prepared to live this truth in the service of God.

OUR MOTTO
Excellence in Christ.

OUR VALUES

- The care of others
- Generosity and selflessness
- Personal integrity
- Love and loyalty
- Respect and forgiveness
- Responsibility and self-discipline
- Compassion and friendship
- Courage and perseverance
- Truthfulness and honesty

STATEMENT OF FAITH

We believe:

- in the divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.
- there is one God in whom there are three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who in His own sovereign will created the heavens, the earth and all that is contained within the Universe.
- the Lord Jesus Christ is the fraternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us: as man He was God.
- 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 in Hell.
- that salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.
- it is the Holy Spirit alone who convicts men of sin; leads them to repentance; creates faith within them and regenerates and fills those who believe on 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.
- Christ died for our sins, was buried and 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.
- the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.
- 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 Judgement Seat of God to receive His judgment and eternal condemnation to Hell.
- 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.
- 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 authority whether civil or ecclesiastical. *
• there are two ordinances instituted by the Lord Jesus Christ: Baptism by immersion of all believers as a prerequisite for church membership;* the Lord’s Supper which is a memorial and proclamation of the Lord’s death until He returns.

* Variations to these clauses will be accepted to allow for different convictions about these two beliefs.
LIFESTYLE REQUIREMENTS

- Hillcrest Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Hillcrest 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 times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.

- All staff of Hillcrest 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 School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the School.

- It is a genuine occupational requirement (subject to the provisions of the Anti-Discrimination Act 1991 ) of Hillcrest Christian College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Hillcrest 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 marriages.

- Staff members are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.

Where any staff member acts contrary to these lifestyle requirements, the Executive Head of College may attempt restoration, counsel, discipline and/or dismiss the employee.

PRIVACY POLICY – EMPLOYMENT COLLECTION NOTICE

- In applying for this position you will be providing Hillcrest Christian College with personal information. We can be contacted at 21 Bridgman Drive, Reedy Creek, 4227, Queensland, Australia, Telephone: 07 5593 4226.

- 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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

- The College’s Privacy Policy (located on the College website) contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

- We will not disclose this information to a third party without your consent.

- We are required to collect information regarding your suitability to work with children under Queensland Child Protection Law. We may also collect personal information about you in accordance with these laws.

- The College may store personal information in the ‘Cloud’, which may mean that it resides on servers which are situated outside Australia.

- 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; and, that the College does not usually disclose the information to third parties.
ROLE DESCRIPTION

ASSISTANT EDUCATOR - ELC

ROLE

To support the College’s Mission Statement, Christian ethos and cornerstones – God Centred Education; Evangelistic Outreach; Academic Excellence and Personal Integrity through personal example, interaction with colleagues, students and parents. The ELC Assistant Educator ensures that learning is maximised for all students throughout the Kindy curriculum, the Christian worldview is embedded; the duty of care is met in and out of class; good order and discipline are maintained and a loving and caring environment is provided.

ACCOUNTABILITY

- Generally, to students, teaching staff and the College community
- Directly, to the Director of ELC
- Ultimately, to the Head of JLC and the Executive Head of College

QUALIFICATIONS

- Minimum of a Certificate III in Child Care
- First Aid Certificate
- Right to work in Australia
- Positive Notice Blue Card

SKILLS/EXPECTATIONS

- Support the College’s desire to develop a distinctively Christian community within the College.
- Show the highest moral character, behaviour and leadership, adhering to strong ethical standards which demonstrates integrity.
- Take responsibility for own personal and professional learning and development including involvement in professional associations and participation in staff meetings, conferences, PD weeks and staff devotions.
- Be competent in the use of Microsoft Office products, together with any other software, hardware and technology in common use throughout the College.
- Work collaboratively and collegially with the Kindy Teacher in relation to the day to day running of the Kindergarten curriculum.
- Attend excursions, parent/teacher meetings, staff meetings and interviews.
- Be diligent and punctual with rostering and other required tasks.
- Treat each child with dignity and respect, taking into consideration any cultural, socio-economic or other differences which may arise.
- Maintain confidentiality in line with the services Child Protection Policy.
- Maintain appropriate voice levels - definitely no shouting.
- Manage time effectively and appropriately.
- Make decisions about own work within set expectations and guidelines.
- Positively interact with all children, nurturing their confidence and self-esteem, giving each child individual attention and comfort throughout the day.
- Ensure you wear a hat and sunscreen when outdoors.
DUTIES AND RESPONSIBILITIES

Classroom Management

- Work with staff members to ensure the smooth operation of the day to day running of the room and service.
- Assist the Kindy teacher in the daily routine of appropriate early childhood education and experiences.
- Supervise and engage in the activities of a group of children during the day for whom you are responsible.
- Assist in planning for the ongoing development of each individual child (this also includes maintaining up to date observations and portfolios for the child).
- Participate in supervising indoor/outdoor environments.
- Ensure a clean and healthy environment for all children. Ensure that room is kept clean and tidy and work with other staff in the room on maintaining a clean and hygienic environment.
- Ensure safety measures are always implemented within the room eg, chemicals are not accessible to children.
- Ensure safe sleeping practices are implemented within the room as per service sleep and rest policy.
- Ensure a safe environment is maintained at all times. The all furniture is secure and safe.
- Ensure that room displays reflect the current interests of the children. Art work is to be displayed respectfully and linking to EYLF and NQS.
- Ensure that the health needs of children are maintained at all times eg meal times are relaxed and supervision is adhered to.
- Ensure that all children are actively supervised at all times within the indoor and outdoor environment. Children are not to be left alone under any circumstances.
- Ensure that open lines with parents are maintained at all times.
- Perform incidental administrative duties eg completing time sheet daily.
- Assist children in self-help skills e.g. toileting, hand washing, feeding, etc.
- Witness the administration of first aid or medication as indicated by the parent and the recording of same.
- Complete daily safety checks on centre equipment, yard, rooms and playground and complete checklists accordingly.
- Complete the Responsible Person Log if you are working in the role as Responsible Person.
- Attend to incidental cleaning and housekeeping, as required and ensure that weekly cleaning checklists are complete.
- Assist children in self-help skills e.g. toileting, hand washing, feeding, etc.
- Assist children in managing their behaviour under the Kindergarten Teacher’s and Director’s guidance.
- Initiate and participate in play with the children, supervising at all times.

Duty of Care

- Be responsible for the nurture and care of the children within your class, providing for the individual long and short term needs of each child.
- Develop open respectful relationships with each family.
- Ensure that all children are supervised at all times, as per regulations.
- Maintain confidentiality in line with the service’s Child Protection policy and Confidentiality Policy.
- Ensure that safety standards are implemented and a healthy learning environment is maintained.
- Monitor and support children’s health concerns eg, allergies or health problems.

Curriculum

- Implement the services philosophy in the classroom and other aspects of school life.
- Assist in the development and implementation of an appropriate program that is consistent with the philosophy and policies of the Kindergarten.
- Effectively establish and implement the services procedures in line with Child Care Regulations and Law, National Quality Standards and the Early Years Learning Framework.
- Assisting in maintaining children’s portfolios and that portfolios are regularly updated throughout the year to show the child’s learning journey of their time at our service.
• Complete monthly observations of children in collaboration with the Kindy teacher.
• Maintain a safe, secure, interactive and inspiring learning environment.
• Contribute to critical reflections on a weekly basis.
• Participate and contribute in the development and implementation of the services Quality Improvement Plan (QIP).

**Professional Development**

• Participate in the annual staff appraisal process within the service.
• Complete an individual professional development plan annually.
• Demonstrate a willingness to contribute to the spiritual growth and fellowship of the community.
• Commitment to ongoing growth and development and a willingness to learn, including in areas of technology.
• As per individual professional development plan participate in professional development opportunities.
• Participate in regular staff meetings.

**Other Responsibilities**

• Be flexible and intuitive enough to be able to develop a positive working relationship with a variety of people in various areas of responsibility.
• Be prepared to work with children in a variety of environments.
• To supervise and guide students on placement.
• To share the responsibility for the safety of the Centre’s environment and its equipment.
• Comply with WH&S requirements and demonstrate commitment to WH&S through personal involvement. Become actively involved in the hazard identification, assessment and control process.
• Any other duties in line with your skill and as requested by the Head of Junior Learning Community and the Director of the Early Learning Community (Kindy).
• Administer first aid as indicated by the parent or Director and the recording of same.
• Complete daily safety checks on centre equipment, yard, rooms and playground and complete checklists accordingly.

**CHRISTIAN FAITH, INVOLVEMENT IN AND CONTRIBUTION TO THE COMMUNITY**

All Hillcrest Christian College, employees have a personal, vibrant Christian faith and regularly attend a local Christian church. Christian values are demonstrated daily in their application to their role, willingness to share their faith and in positive relationships with others.

*The above duties may change due to the changing needs within the College. If so, duties will be relevant to your skills and experience and in consultation with the College Executive.*