



calvary  
CHRISTIAN COLLEGE

# *Employment Application Pack*

## **Secondary English and Humanities Teacher**

*Right Start. Bright Future*

569 Bayswater Rd, Mt Louisa QLD 4814 | PO Box 1544, Aitkenvale QLD 4814  
**Ph:** 07 4722 9201 **Fx:** 07 4722 9208 **Em:** [admin@calvary.qld.edu.au](mailto:admin@calvary.qld.edu.au) [www.calvary.qld.edu.au](http://www.calvary.qld.edu.au)  
CRICOS 02033G

Dear Applicant,

We are pleased that you are taking the time to provide us with your application for the position of Secondary English and Humanities Teacher at Calvary Christian College. At Calvary our teaching team, along with all our support staff, share five key values which guide everything we do. We seek to impart these values in every student at the College. The five key values come from Jesus' commendation to the wise stewards in Matthew 25:21 – "Well done, good and faithful servant."

**WE VALUE EXCELLENCE ("WELL")** - We encourage students to achieve higher levels by continually doing the very best they can with God's help. They said of Jesus: "He does all things well" (Mark 7:37)

**WE VALUE PERSISTENCE ("DONE")** - We encourage students to develop the resilience and confidence to overcome challenges. "I can do all things through Christ who strengthens me." (Philippians 4:13)

**WE VALUE HUMILITY ("GOOD")** - We encourage students to respect and value others. "Humble yourselves under the mighty hand of God, that He may exalt you in due time." (1 Peter 5:6)

**WE VALUE FAITH ("FAITHFUL")** - We encourage students to develop obedience to God's Word and trust in His faithfulness. "The just shall live by faith" (Romans 1:17)

**WE VALUE GENEROSITY ("SERVANT")** - We encourage students to see their gifts and talents as opportunities to glorify God as they serve others. "A generous man devises generous things and by generosity he shall stand." (Isaiah 32:8)

At Calvary our recruitment process is designed to provide fairness to all applicants while providing the College with an avenue to select the best candidate for the position. Below is the process for applying for this position:

1. Complete the Application Form on the following pages. The questions in the form are designed to address each of the Selection Criteria. Please answer all questions to ensure you adequately address each criterion.
2. Read the College Lifestyle Agreement along with the Code of Conduct and Statement of Affirmation.
3. Complete each item on the checklist on the last page. Submit your Application Form along with your resume and other supporting documentation either by email to [careers@calvary.qld.edu.au](mailto:careers@calvary.qld.edu.au) or upload to our [Online Application Form](#). Please ensure you provide all documentation requested on the Checklist to ensure your application can be assessed properly.
4. Your application will be acknowledged in writing by the Human Resources Officer. If you are successful in obtaining an interview HR will contact you to organise a time.
5. If after your interview (and subsequent selection processes) you are selected for the position, the Director of Secondary College will inform you as soon as possible. The successful candidate will be provided with an employment pack containing your contract and once this is completed and returned we will gladly welcome you to the Calvary Team!

We sincerely wish you all the best in this application process.

Yours in Christ,

Stephen Downes  
Principal

## Position Description – Secondary College Classroom Teacher

**Department:** Secondary College.

**Objective:** To provide quality instruction within the College's Biblical framework and in accordance with the Australian Curriculum and QCAA requirements.

**Responsible to:** Head of Department, Director of Secondary College and ultimately to the College Principal.

**Qualifications and experience:**

- Bachelor of Education or Graduate Diploma of Education (coupled with other undergraduate degree level qualification).
- Current Queensland College of Teachers Registration.

**Personal attributes:**

- Personal faith and commitment to Jesus Christ.
- Regular attendance at a local church.
- Demonstrate an ability to translate faith into practice.
- To act always in a manner consistent with the College Lifestyle Agreement.
- Act with integrity, loyalty and honesty.
- Be supportive of the College management structure, systems and processes, and accept authority and correction.
- A commitment to maintain and further develop professional knowledge and skills.
- Maintain confidentiality.
- Demonstrate exemplary organisational skills.
- Demonstrate exemplary interpersonal, communication and writing skills.
- Maintain an excellent personal presentation at all times.
- Have a sense of humour and positive outlook on life.

**Skills:**

- Have an understanding of the philosophy of Christian Education and an ability to translate it into practice in the classroom, playground, office and staffroom.
- Communicate effectively with students and adults.
- Work as a member of multiple teams simultaneously.
- Demonstrate an understanding of current educational trends in his/her relevant year level/age group/subject area.
- Honestly and persistently carry out a self-evaluation of all aspects of his/her role and engage in reflective practice.
- The ability to plan interesting, sequential and enjoyable teaching programs and regularly evaluate these programs.
- Use a variety of teaching strategies and resources.
- Maintain good relationships with his/her students (but not be their "friend").
- Ability to refer (and work with) children with learning difficulties and special needs to the Learning Support Department.
- Be competent and keep up to date with required technology within the classroom.

**Behaviour management skills:**

- Oversee and implement the current Behaviour Management Framework as indicated by the Director of Secondary College (DOSC).
- Establish and maintain positive and consistent classroom management and discipline strategies.
- Maintain good relationships with his/her students (but not be their "friend").
- Effectively organise his/her classes, and maintain quality care and discipline of the students in those classes and in general College life.

### **Responsibilities:**

- Be responsible for the organisation of allocated classes, for the nurture, education and discipline of the children within that class.
- Maintain a high standard of work in the classroom.
- Effectively establish and carry out student assessment and reporting procedures in line with the College's requirements.
- Be responsible for the standard of work in the classroom, for evaluation and assessment of the children's progress and for reporting to parents in written form and verbally.
- Know, plan, program and teach the College's curriculum at the appropriate standards for each year level and make modifications for learning support students as required, by IEP's and Learning Support directives.
- Implement the college's Christian philosophy in the classroom and other aspects of college life in a natural and spontaneous way that will foster faith.
- Demonstrate a willingness to contribute to the spiritual growth and fellowship of Calvary Christian College.
- Effectively establish and carry out student assessment and reporting procedures in line with the College's requirements.
- Actively contribute to curriculum development.
- Attend all require staff meetings, Parent/Teacher meetings and interviews.
- Involve parents in the College program.
- Actively contribute to the College's co-curricular program.
- Attend Inservice Courses and out of hours College Functions as required by the College.
- Participate in out of hours coaching of sport teams.
- Be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff.
- Meet all College timelines and requests as indicated by the relevant procedures.
- Adhere to and uphold all College Policies.
- Regularly attend Staff Devotions, Worship and Chapel Services.
- Be responsible for confidentiality.
- Assist in preparing the annual calendar.
- Submit written budgetary requests when needed for classroom use.
- Maintain accurate records of student's attendance at lessons.
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- Carry out work practices in accordance with Current WHS standards.
- Perform other duties as required.

### **Other requirements:**

All members of staff at Calvary Christian College are expected to:

- Convey to the public a positive image of the College.
- Contribute to a pleasant and enjoyable work environment.
- Abide by the Code of Conduct, Lifestyle Agreement and all other College Policies.
- Remain up to date with any changes to the Code of Conduct, Lifestyle Agreement and any other College Policy.
- Not have contact with any enrolled student via social media (excluding immediate family members).
- Maintain an understanding of the Workplace Health and Safety and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Officer.
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals.
- Hold a valid 'Blue Card' and undergo a 'Working with Children Check' performed by the Commission for Children and Young People and Child Guardian every three years (for all non-teaching positions) or hold current Queensland College of Teachers Registration (all teaching positions).
- Carry out other duties from time to time as required.

# APPLICATION FORM

## Secondary English and Humanities Teacher

The Selection Criteria for this position are:

- Relevant Teaching Qualifications.
- Teacher Registration for Queensland.
- Practicing Christian.
- Ability to work as a member of a team.
- Ability to demonstrate a Christian worldview.
- Accept the College's Statement of Faith, Code of Conduct and Lifestyle Agreement.
- Ability to effectively communicate with staff, students and parents.
- Demonstrate effective classroom teaching and classroom management procedures which reflect current teaching trends.

The questions in the following form are designed to address each of the above mentioned selection criteria. Please answer all questions to ensure you adequately address each criterion.

### 1. PERSONAL DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (M) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Queensland Teacher Registration:

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ ☐ Full ☐ Provisional

Where did you see this position advertised? \_\_\_\_\_

### 2. EMPLOYMENT AND PROFESSIONAL DETAILS

Please list the schools in which you have taught:

Dates Employed		School	Year Level / Subject Area	Reason for Leaving
From	To			

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

Qualification	Year Obtained	Institution

Please provide details of any current studies you are undertaking:

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Please list any professional associations you belong to:

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List the Year Levels/Subject Areas you are qualified to teach:

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

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

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

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Briefly outline your philosophy of teaching in a Christian School:

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Describe your current church affiliation and attendance:

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### 3. 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: \_\_\_\_\_ Professional relationship to you: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROFESSIONAL REFEREE #2

Name: \_\_\_\_\_ Position held: \_\_\_\_\_  
 Organisation: \_\_\_\_\_ Professional relationship to you: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

#### CURRENT PASTORAL/MINISTERIAL REFEREE

Name: \_\_\_\_\_  
 Church: \_\_\_\_\_ Position held at that church: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

# CALVARY CHRISTIAN COLLEGE LIFESTYLE AGREEMENT

## 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 and inerrant Word of God. These teachings are expounded in many of Calvary Christian College 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.
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 School, 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 reasonably 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.
5. Where any staff member acts contrary to these lifestyle requirements, the Principal may attempt restoration, counsel, discipline and dismiss the employee.



# STATEMENT OF AFFIRMATION OF THE AUSTRALIAN ASSOCIATION OF CHRISTIAN SCHOOLS

This is the Statement of Affirmation of the Australian Association of Christian Schools of which Calvary Christian College is a member.

## **a. About the Supreme Authority of the Bible.**

WE AFFIRM that the Scriptures of the Old and New Testaments are God's infallible and inerrant revelation to man. It is thus the supreme standard by which all things are to be judged, and the authoritative guide for all life and conduct.

## **b. About the Lordship of Christ.**

WE AFFIRM that Jesus Christ is from eternity God's only begotten Son; He was born of a virgin and is therefore truly God and man. Through Him God created and sustains the world. Jesus suffered and died for our sins and rose again for our salvation. He ascended into heaven where He now sits on the right hand of the Father making intercession for His people. Christ is the Head of the Church and will come again to judge the world and complete the salvation of His people and the Kingdom of God.

## **c. About the task of Christian Schooling.**

WE AFFIRM that a Christian school is a school where Christ is confessed as Lord of creation. Empowered by the Holy Spirit, its special task is to teach the child to understand the world from a Christ centred perspective and to equip him or her for his or her calling in life in subjection to Jesus Christ as Lord.

## **d. About the role of Government.**

WE AFFIRM that all citizens owe obedience to the legally instituted governments of our nation, which derive their authority from God and are responsible to Him for promoting and maintaining public security, justice, and welfare.

WE AFFIRM that the responsibility for the education and guidance of children lies in the first instance with their parents or legal guardians, and that governments are duty-bound to provide, without distinction and on general terms of equality, both the legal right and the opportunity for parents and guardians to choose for their children schools other than those established by the public authorities that provide for the education for their children in conformity with their own convictions.

# STAFF CODE OF CONDUCT

## General provisions

One of the foundations of Calvary Christian College is mutual respect of all stakeholders. All staff are expected to be a positive role model to students.

- Always speak to children and staff in a respectful, courteous and positive manner
- Confidentiality is of the utmost importance, any activity within the classroom, discussions between teacher and volunteer or volunteer and child, or any information on the child/staff must not be discussed outside of the classroom with any other person, other than those authorised
- All staff are asked to uphold the mission statement and philosophy of the College
- The College grounds and buildings are smoke free zones and smokers are asked to observe this rule
- The College observes the dignity of the students and at no time endorses inappropriate touching or physical correction. Restraint of a student is sometimes necessary for the child's or another child's protection. If this is required a staff member should carry it out
- All staff members are required to have no contact at all with students currently enrolled at the College via social media (excluding immediate family members)
- All staff have been given the responsibility of duty of care of the students in the College and should exercise this responsibility diligently
- All material, language and content presented to a class or individual student by a staff member is to be age relevant, wholesome and relevant to the subject following the College's Christian ethos

## Dress Code

For all staff in the school, the overriding feature of dress standards is neatness and professional standards. There is also the need for staff to demonstrate to students that they are applying the rules and principles that they expect the students to follow.

Staff are expected to wear clothing that complies with Workplace, Health and Safety requirements for their position. In the tropics, clothing is designed for sun protection and coolness. Staff will need to select clothing that takes these criteria into account.

For the corporate staff the dress code should always be business-like and conservative, to include tailored pants and skirts which complement the uniform where provided.

As a general guideline all staff should wear modest, neat clothing that sets an example in their role in the College.

## Social Media

A social networking website can be defined as a website used to socialise or communicate. These include, but are not limited to Facebook, Instagram, MySpace, and Twitter etc. These sites can be accessed using any device that can access the internet.

The community at Calvary, including students, parents and employees, are rapidly becoming avid users of technology, including social networking. The College does not endorse an isolationist view of social networking, rather we embrace the benefits of such advancements with wise and professional caution.

### *Personal Social Media Accounts*

Employees are always to remember that, while privacy settings may be utilised effectively, social networking is, by its very nature, a public forum. The following guidelines need to be considered and adhered to:

- Employees must not access their social networking accounts on any device while educating and caring for students or while in meetings.
- Employees must not request or accept as “Friends” on social networks any current students. It is advisable (though not compulsory) to apply the same guideline to current parents also.
- Employees must not post photographs of current students of the College without the express permission of parents.
- Employees must not post any material that could be considered contrary to the College’s Christian ethos, or may be offensive, defamatory, threatening, harassing, bullying, discriminatory or otherwise unlawful – anything that may bring their professional standing into disrepute is strongly discouraged.
- Employees must not express views on behalf of the College or use the College logo or name without permission.
- Employees must not use social networking to disclose confidential, private or sensitive information or to publicise workplace disputes.

Employees are also advised to be cautious about identifying as an employee of Calvary Christian College on social networking sites. By doing so they then need to be vigilant in ensuring no material posted could bring the College into disrepute – actions such as these will be reported to the College Principal.

From time to time the College may have an event that would benefit from being advertised widely via social media. Permission and guidelines regarding the process of such advertising is to be sought by the employee from the College’s Marketing Director prior to posting such material.

### **Breaches of the Code of Conduct**

The behaviour of all members of Staff at Calvary Christian College must be in line with this Staff Code of Conduct at all times.

It is important to understand that failure to adhere to the Calvary Christian College Staff Code of Conduct can result in a range of sanctions including reprimands, reductions in responsibilities and termination of employment.

## CHECKLIST FOR SUBMITTING AN APPLICATION FOR EMPLOYMENT

### Have you?

- ☐ Completed all sections of this Application Form
- ☐ Attached either a written Pastoral Reference or provided contact details for a pastoral referee
- ☐ Provided contact details for at least two professional referees
- ☐ Attached copies of your qualifications
- ☐ Read the Calvary Christian College Lifestyle Agreement, Statement of Affirmation and Staff Code of Conduct

Once you have completed all of the above, please submit this form along with your resume and other supporting documentation by email to [careers@calvary.qld.edu.au](mailto:careers@calvary.qld.edu.au)