



Northside
Christian College

Teacher Employment Package



Welcome and Introduction

The following information has been compiled to support you to develop an understanding of the Northside Christian College community. We encourage you to visit our website (www.ncc.vic.edu.au) should you require further information about the College.

History

Northside Christian College was started in 1979 by Northside Christian Centre (now Encompass Church) in response to a group of parents desiring a Christian education for their children. Through sacrificial Church investment and parent collaboration, this was realised when Northside Christian College was established in 1979 with a curriculum taught from a Biblical worldview.

For over 40 years the College has sought to provide high quality Christian Education and a caring, encouraging learning community to families of Melbourne's northern suburbs.

Whilst we look back with gratitude to God for His faithfulness to us over this time, our vision is for the future, as we build on the good foundation that has been laid in the past. We continually develop our facilities and resources to give children a rich range of learning experiences, and to make our College a place in which lives are transformed through Christ and the wonder of learning.

Mission Statement

Transforming lives through Christ and the wonder of learning.

Vision Statement

To be an inspirational Christian learning community.

Our mission, "Transforming lives through Christ and the wonder of learning", sums up our commitment to making a difference in this world. Through the design and structuring of our learning programs and modern learning environments, we are well equipped to nurture and develop the unique talent, gifting, and interests of students.

As a Christian learning community, we have over 40 years of tradition educating our students to live out the timeless values of perseverance, humility and integrity; preparing them for meaningful and purposeful engagement in every area of their lives. The Bible informs our curriculum, our relationships and our practices. All of our staff are practicing Christians, applying their faith to their teaching and other work.



Our Philosophy

Northside Christian College provides students with Primary and Secondary educational opportunities based on Christian values, designed to develop students' knowledge, skills, understanding and character.

We believe every student is made uniquely in the image of God. Therefore, the individual needs of each student are our greatest concern. Within a Christian context at Northside Christian College, we aim to nurture the growth and development of the whole person – intellectually, physically, emotionally, spiritually and socially. We believe that this growth should be firmly based on the student's growing personal relationship with God and other people.

The development of students at Northside Christian College takes place in community. Our College is built on shared foundations of Biblical faith, values and beliefs and a commitment to mutual care and respect. We see our role as forming partnerships with parents and carers to educate their children.

We believe that in order to develop students to their full potential the College must ensure that all aspects of the child's health and wellbeing are supported. We believe students should be nurtured in a supportive environment that has clear boundaries within mutual respect and a healthy working relationship between parents and carers, teachers and students. Respect involves treating other people as you would like to be treated yourself. The College implements a discipline program which aims for the restoration of relationships. We are committed to embedding a culture of child safety. We have a zero tolerance of child abuse in our school.

Northside Christian College aims to offer an education that encourages both academic learning and the development of Godly values and wisdom. These values help to form the foundations for life and are vitally important to the development of each student. The presentation of these values in the curriculum and their demonstration in the lives of our staff serve to reinforce what is taught at home and in the family church.

We encourage students to be active participants in their educational journey. The College is committed to supporting each student in a collaborative and differentiated approach in order to meet their learning needs.



Objectives

Northside Christian College aims to:

- Provide an education of a high academic standard that is based on an acceptance of the Lordship of Christ, and an acceptance of the Bible as the revealed and inspired word of God;
- Cater for the individuality of the learner and their gifting in God and stress the function of the learner as a member of the Body of Christ and the College community;
- Train the learner in the moral and ethical standards of the Bible and assist them to acquire a Biblical world and life view and an appreciation of the rights of others to hold differing views;
- Develop the learner's creative capacity, critical thinking ability, leadership skills and ability to work interdependently with others to solve problems and serve the community;
- Foster self-discipline in the learner through goal setting, responsibility and self-motivation;
- Stress cooperation rather than competition and foster the development of the gifts, skills and abilities of the learner for the service of Jesus Christ in the Body of Christ and the community;
- Develop enhanced partnerships between parents, students, staff and the community with the intention to strengthen the teaching and learning process;
- Provide a safe and loving environment through a sense of belonging to the family of God;
- Develop a culture of continuous improvement, professional development and pastoral support among staff and the College community;
- Ensure effective stewardship of the assets and resources God has entrusted to the College;
- Effectively communicate with parents and the wider community.

Our Core Values

In establishing the College's core values, God directed us to 1 Corinthians 13:13 "Three things will last forever— faith, hope, and love— and the greatest of these is love." We adopted the "pebble in a pond" analogy with Love, Faith and Hope pulsing from the centre into the Northside Christian College community which, in turn, reflects God's Grace and is focused on Service to His kingdom; those within community are called to embrace the character qualities of Perseverance, Integrity and Humility.

Each ripple flows into the next. Everything is influenced by the core values; they shape and are seen in everything that we do. We hope that the College is known by the expression of Faith, Hope and Love as demonstrated by a sense of Community, Service and Grace. When our students leave the College we want them to be young people hallmarked by Humility, Integrity and Perseverance.



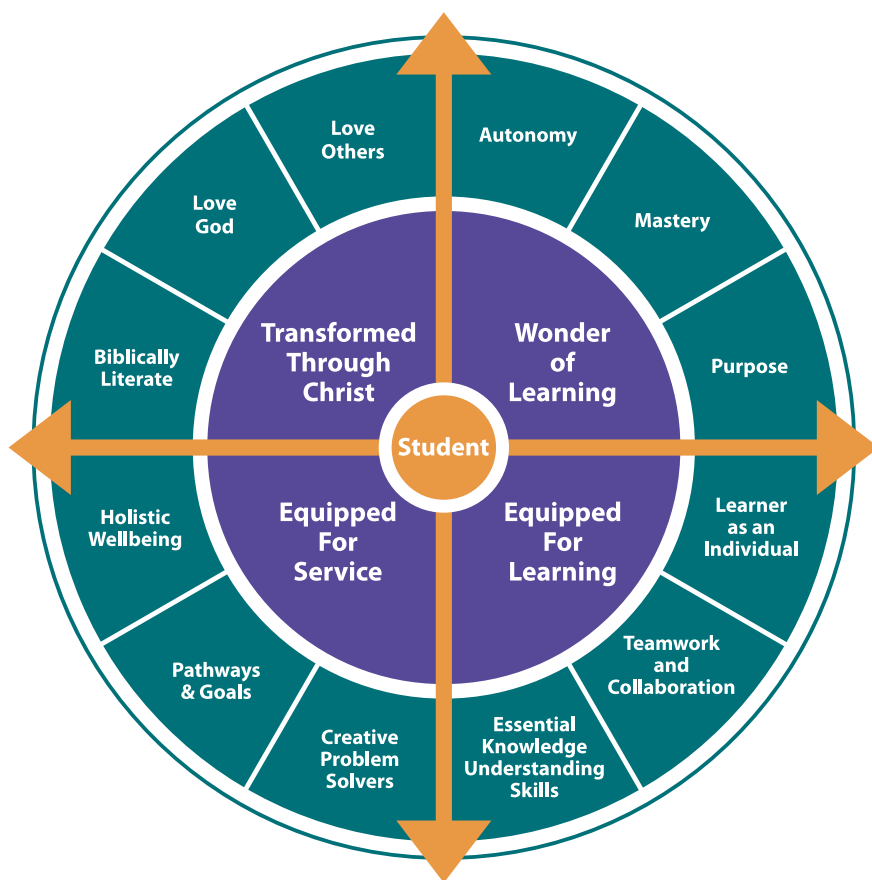
Model for Teaching and Learning

In 2016, Northside Christian College created a unique and strategic teaching and learning framework. The framework will assist the College community in the development of future teaching and learning programs and will support in the evaluation of existing programs and initiatives at the College.

The framework provides an opportunity for teaching staff to reflect on what we teach, why we teach it and how we can teach it in a way more closely aligned with the Mission, Vision and Philosophy of the College. The framework also provides a chance for the College to consider the knowledge, skills, work habits, and character traits we want to instil in our students and a chance to reference this with a wide range of 21st century skills.

Students will benefit from a carefully planned Christian education as staff develop curriculum and initiatives with reference to this framework. Furthermore, the framework enables all teachers, students and parents of our College to develop a very clear understanding about how we will deliver high quality teaching and learning practices at Northside Christian College.

The Teaching and Learning Framework is an important tool for our College community and closely aligns with the Vision, Mission, Philosophy and Objectives of the College.



"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing and perfect will."

Romans 12:2

Employment Information

The College is seeking dynamic, enthusiastic teachers.

Desirable qualities include:

- A passion for teaching and Christian education.
- Current VIT registration.
- Suitable tertiary qualifications.
- Exceptional interpersonal skills.
- Committed to the philosophy of life-long learning.

In order to be considered for the role, applicants must demonstrate a commitment to the Christian ethos and values of the College.

All subjects at Northside Christian College are taught from a Biblical perspective. Teachers are expected to support students from a Christian perspective as outlined in the resources below.

- The College's Vision, Mission and Values.
- The College's educational philosophy.
- The College's Statement of Faith.
- The College's Teaching and Learning Framework

The Application Process

Applicants are to:

- Download and complete the Teacher Application Form from the College website: <https://www.ncc.vic.edu.au/employment>
- Generate a covering letter;
- Include Curriculum Vitae, and;
- Other supporting documentation.

Submit the completed documents as one PDF file to the Principal's Personal Assistant, Mrs Sarah Dzolev at sdzolev@ncc.vic.edu.au prior to the closing date.

Receipt of your application will be acknowledged by email.



Child Safety

All applicants must be informed about the child safety practices of Northside Christian College (including the child safety code of conduct). For additional information about the College's approach to Child Safety, including the College's Child Safe Strategy, the Child Safe Standards, and Ministerial Order No. 1359, please refer to the College's Child Safety webpage at <https://www.ncc.vic.edu.au/child-safety>

Northside Christian College is committed to child safety. We have zero-tolerance for child abuse. Our robust human resources, recruitment, and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records, and reference checks (as we see fit) to ensure that we are recruiting the right people. For more information about our commitment to child safety, please view Child Safety Policy, Code of Conduct and Procedures.

Pre-employment Checks

Northside Christian College is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to:

- Comprehensive reference checks;
- An identity check;
- National criminal history record check.

Teachers are also required to be registered with the Victorian Institute of Teaching and to uphold their Victorian Teaching Profession Code of Conduct and Codes of Conduct and Ethics.

Northside Christian College will not employ a person who is deemed a prohibited person based on the information received during the screening process.

References

We conduct a minimum of 2 reference checks for all shortlisted candidates as a means to gather additional information about suitability to work with children and the ability to fulfil the role.

Professional referees are required and must meet the following conditions:

- Professional referees (minimum of 2);
- A representative of a current or most recent employer;
- Must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues;
- Must be able to comment on the suitability of the applicant to work with children.

Guidance about Personal referees is outlined below:

- Will not be related to the applicant;
- Have known the applicant for at least 12 months;
- Must be able to vouch for the applicant's reputation and character;
- One personal referee will be a church pastor / contact.

The referee checks will involve direct contact with the referee. Written character references are not sufficient.

The Selection Process

Short-listing will be undertaken by members of a selection panel. The College aims to ensure all applicants will be notified of the selection panels' decisions within two 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 applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews. Unsuccessful applicants will be notified at the completion of the recruitment process by email

General Employment Conditions

Wages and conditions of employment will be in accordance with the relevant award and Northside Christian College Enterprise Agreement in place at the time of appointment.

Payments are made directly to a bank/credit union account on a fortnightly basis.

The College is a smoke free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

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

The College is committed to a safe and healthy workplace and has various policy and procedure documents including an Occupational Health and Safety Policy.

All new employees undergo an induction upon commencement of employment.



Position Description - Teacher

Organisational Environment

Northside Christian College is a rapidly growing school with big ambitions for each student. The College is set in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep through to Year 12 with the mission to “Transform lives through Christ and the wonder of learning.” We provide an innovative learning framework within a safe and supportive Christian environment.

We aim to maximise the potential of every child, equipping them for lifelong learning and developing character based on Biblical values.

Main Objectives

To promote the purposes, Mission and ethos of the College through the provision of high quality Christian education.

All subjects at Northside Christian College are taught from a Biblical perspective. Teachers are expected to support students from a Christian perspective as outlined in the resources below.

- The College’s Vision, Mission and Values.
- The College’s educational philosophy.
- The College’s Statement of Faith.
- The College’s Teaching and Learning Framework.

Accountability

Directly through both written and oral means to the relevant Director of Learning.

Key Internal Relationships

- Relevant Director of Learning
- Teaching staff
- Students
- Learning support staff
- Administration staff

Key External Relationships

- Parents / Guardians

Specific Accountabilities

Educational

- Develop and maintain a safe, positive, and effective teaching and learning environment.
- Foster strong and effective partnerships with parents and carers for the benefit of students' learning.
- Plan appropriate differentiated assessment and reporting for student learning.
- Provide timely feedback to students, including strategies for improvement and recognising strengths.
- Plan appropriate homework, according to the guidelines set in the College's Policy and provide regular feedback to students.
- Provide a copy of a course outline, learning outcomes and assessment for teaching programs using the appropriate platforms such as 'Schoology', 'Rubicon Atlas' and 'SEQTA'.
- In partnership with other staff, participate in curriculum development with a Christ-centred focus.
- Support students with disability to access and participate in the learning program. Embrace opportunities to consult with students, families, staff and healthcare professionals to support students with their learning and wellbeing.
- Implement the College's Behaviour Management Policy.
- Perform extra duties as allocated. These may include, for example, the following: Yard duty, sports days, open days, camps, excursions, mentoring of new staff, Parent-Student-Teacher Interviews, school musicals, information evenings and other College events.
- Perform activities as required by the Committee of Management and Executive Team.
- Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the Executive Team.
- Perform teaching duties as required by the Executive Team or Principal.
- Undertake and keep records of approved professional learning and development (PD) in consultation with the appropriate Director of Learning.

Administrative

- Implement the College's policies and practices.
- Be familiar with the Staff Induction Policy and Staff Induction Portal on SEQTA and comply with its contents.
- Contact the Daily Organiser, prior to 7:30am., should you not be able to perform your teaching duties.
- Provide formal written reports at the end of Semester 1 and 2, and verbal reports of student progress as per College policy.
- Provide timely formative and summative appraisals of students' progress.
- Attend Staff Preparation Days, staff meetings, team meetings, daily briefings/times of devotion, relevant curriculum meetings, teaching staff meetings, and parent-student-teacher interviews.
- Contribute to the work of the College Committees as appropriate.
- Ensure that accurate daily attendance rolls, copies of all student assessments and grades are maintained.
- Ensure that a duty of care is exercised at all times, through the active supervision of students as per the College's Supervision Policy.
- Contribute to the selection of appropriate educational resources both for student and staff usage, and in consultation with the relevant Director of Learning/Business Manager.
- Seek approval from the Principal, should you require to be away from the premises for extended periods of time.
- Under normal circumstances staff are to undertake their preparation release time at the College.
- Raise OHS concerns with the Executive Team and/or OH&S Committee.

Financial

- Contribute to the formulation of budgets for areas of responsibility.
- Operate within the set budgets under the guidance of the relevant Director of Learning and Business Manager.
- Exercise Christian standards of stewardship in the management and care of physical resources under your disposal.
- Provide timely advice to the Principal/ Director of Learning of any deficits in materials and other provisions as required for educational programs.
- Remain alert to new funding sources, such as grants and then assist in grant applications, in consultation with the Executive Team and relevant Director of Learning.

Additional Requirements

- Be an active member of a Christian church.
- Have a well-developed understanding of the purposes of Christian education.
- Have relevant and appropriate tertiary qualifications in education.
- Have current VIT registration.
- Have an attitude of a servant leader.
- Be a suitable role model for students.
- Endeavour to build genuine rapport with all students.

Duty of Care

- Be familiar with College policy, rules and expectations.
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach.
- Giving, in so far as the teacher is able, the individual attention to which each student is entitled.
- Actively support the College's Code of Conduct and insist on acceptable standards of behaviour in students.
- Follow workplace health and safety procedures.
- Be punctual to classes, meetings and other duties.
- Supervise students whilst on grounds duty and afterschool detentions.
- Maintain records of student attendance at classes.
- Ensure early indications of concerns are communicated to parents.
- Document student learning, behaviour, and pastoral care information on SEQTA.

Pastoral Care

- Take responsibility for the pastoral needs of students in your Class.

Staff Obligation to Child Safety

All staff at Northside Christian College take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. Please note that Ministerial Order No. 1359 comes into effect from the 1st July 2022, supporting the implementation of the 11 new Child Safe Standards. Northside Christian College's commitment to Child Safety is incorporated into the College's employment cycle from recruitment and reference checking, to induction, staff appraisal, and a commitment to regular Professional Learning. All staff at Northside are required to sign a statement that they have read, understood, and agree to abide by the Northside Christian College Child Safety Policy and the College's Child Safety Code of Conduct.

Northside Christian College is fully committed to the protection of children and young people during all College activities and environments both within and outside of school hours. It is expected that all staff will:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times;
- Ensure adherence to the College's Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these;
- Complete Child Protection training prior to beginning at the College;
- Undertake regular training and professional development in Child Safety;
- Respond according to the College's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional, and cultural safety.

Employment with Northside Christian College is subject to College policies including, but not limited to, the College's Child Safety Policy.

Additional Information

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at their discretion in order to meet the strategic and operational needs of the College. Staff will be consulted when this occurs.



Northside Christian College

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