



Blakes Crossing
CHRISTIAN COLLEGE

Educating for Eternity

Administrative and Support Staff
Employment Information



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Blakes Crossing Christian College

General description

Located in the City of Playford, SA, Blakes Crossing Christian College is the tenth school in the family of independent schools operated by Christian Community Ministries (CCM).

Blakes Crossing Christian College commenced in January 2014 with 6 students in Reception to Year 5. New year levels have been added each year. BCCC is a registered Reception to Year 12 school with the Education Standards Board of South Australia.

Blakes Crossing Christian College strives for academic excellence. College staff have extensive experience in meeting the needs of students whilst integrating them into the mainstream classroom.

We are truly blessed. Our staff are passionate and dedicated. Each one is a committed Christian with a calling to serve the children and families of the College. Our teachers and support staff are highly qualified in their particular fields of expertise and seek to offer a caring and safe learning environment for the children in our care.

We see each young person as unique and made in the image of God. Academic achievement is highly valued, but equally so are godly character development, spiritual maturity, responsible citizenship and opportunities for leadership. Our goal is to produce graduates who go out into the world with passion, skills, confidence and enthusiasm.

The College provides safe and engaging learning environments and an extensive and comprehensive learning program.

Our facilities will continue to be developed in order to meet the ever-growing needs of our students.

We are excited about what God is doing in the establishment of this school in the Blakeview area. We trust that you too will catch the vision.

At BCCC:

- All staff are committed Christians.
- Each student is loved and accepted.
- Students are encouraged to apply Biblical truth to their lives.
- We encourage integration of students with disabilities and special needs.
- Our curriculum is Christ centered and Biblically based.
- The school is a praying community.
- The school is a celebrating community.
- According to their God-given gifts and abilities, students are encouraged to:
 - honour and develop their giftings
 - be secure in their uniqueness
 - succeed and excel
 - learn and develop within the community
 - serve others
 - understand God's call on their lives.



Application requirements

1. College application form

Thank you for taking the time to apply for this Administration/Support position. Please complete the **Application for Employment Form** and return it to the College. Please refer to the attached **Position Description** to understand the requirements of the role and application criteria. **Please address these criteria when filling out the Application for Employment form.**

2. Pastoral reference

We ask that you also obtain a pastoral reference from your pastor or minister – please use the **Pastor’s/Minister’s Reference Form (enclosed)**. This form needs also to be returned to the College with the application or your Pastor/Minister may like to post it directly to us.

3. Closing date for Applications

Applications close at midnight on **the date stipulated in the advertisement for this position.**

4. Queries

Any queries may be directed to the HR Manager, Rebekah Kerin.

E: hr@bccc.sa.edu.au

P: 08-7180 5010

5. Completed Applications

Completed applications can be posted to the address below. Alternatively, they can be emailed to hr@bccc.sa.edu.au

The Principal
Blakes Crossing Christian College
PO Box 150
SMITHFIELD SA 5114

If you are posting your application, it should be printed single-sided and forwarded in an A4 envelope. Please do not submit your application in a presentation folder or plastic sleeve.

6. Documents Required

The following documents are required to accompany your application.

PLEASE NOTE:

- All employees at Blakes Crossing Christian College are required to hold a current Working with Children or Department of Human Services check and be trained in Mandatory Notification and First Aid (a minimum of Basic Emergency Life Support (BELS) or equivalent).
- Please provide copies of each of these documents with your application. If you do not hold these, you will be required to obtain them before commencing should your application be successful.

CHECKLIST FOR COMPLETED APPLICATION (have you included the following?):

- | | | |
|---|---|--|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Pastor’s/Minister’s Reference | <input type="checkbox"/> First Aid Certificate |
| <input type="checkbox"/> Resumé/CV | <input type="checkbox"/> References detail | <input type="checkbox"/> WWCC clearance |
| <input type="checkbox"/> RRHAN-EC Certificate | <input type="checkbox"/> Transcripts of relevant qualifications | |



Employment Expectations – Non-Teaching Staff

1. Ministry

The task of bringing children up into maturity is a responsibility that God has given to parents (Deuteronomy 6:4 – 9 and Ephesians 6:1-4). In our complex and specialised world, this is a very onerous task.

God has given the church a gift of teaching and so it is entirely appropriate that the church assist parents by providing schooling (Ephesians 6:4) that will enable children to ‘speak the truth in love’ and ‘to grow up unto Him, who is the Head, that is Christ’ (Ephesians 4:15 NIV).

The College is a community of learning that has a three-fold responsibility:

- Equipping, developing and training students.
- Assisting them to grow in the knowledge and understanding of Jesus Christ.
- Helping them to learn to work together in unity.

Staff presence in the college should be as a result of a call from the Lord to exercise their God-given gifts in the context of the ministry of the College. Viewing the College as a ministry, staff will have servant hearts.

All staff members shall be active members of a Christian church.

Education is a demanding ministry which impacts on all staff both teaching and non-teaching staff. The only answer to such pressure is to be totally reliant upon God’s strength.

It is the responsibility of each member of staff to:

- Exhibit character traits which honour the Lord.
- Be fervent in prayer.
- Faith-filled.
- Ready for service.
- Use teaching methods that reflect God’s ways.
- Relate to others in unity.

2. Ethos, Aims and Objectives

The ethos, aims and objectives of the College are based on:

- Acceptance of the Lordship of Christ.
- Acceptance of the Bible as the written Word of God.

The College aims to provide schooling of excellence that:

- Nurtures self-discipline in the student while teaching him or her to accept the discipline of the College, the church and to obey the laws of Government.
- Trains the student in the moral and ethical standards of the Bible.
- Develops the student’s creative and critical abilities.
- Stresses cooperation rather than competition.
- Encourages the development of the students’ gifts, skills and abilities for the service of the Kingdom and the world.

The College adheres to the Creationist model as the basis of its teaching program.

Each member of staff shall be aware of and in agreement with:

The College Mission Statement
The College Distinctives

The College Purpose Statement
The College Statement of Faith

All staff members are required to teach in a way that is consistent with the policies of the College.

3. Operation of the College

The CCM Board is responsible for the general oversight of operations and the determination of broad policies. It is the body legally responsible for the College's activities.

Day-to-day responsibility of the College is delegated to the Principal who has the responsibility of interpreting the aims and objectives consistent with the ethos of the College.

You will:

- Be supportive in respect of these matters.
- Set an example of personal conduct and attitude consistent with the ethos of the College.
- Carry out the implementation of the curriculum and College's programs responsibly.

4. Professional Development

All staff shall participate in the Professional Development program of the College, which may include an annual retreat, and other conferences and workshops as deemed appropriate by the Principal and Leadership Team. You will be encouraged to undertake other professional development opportunities as determined through the Performance Management and Development program.

5. General Items

Your employment will be subject to the provisions of the College's Enterprise Agreement.

The College grants long service leave and sick/special leave in accordance with the appropriate legislation. Applications for long service leave shall be made eighteen months in advance of the date required and shall be for a whole term.

Superannuation is also available.

Sick leave/compassionate leave may be taken on full pay, part pay or without pay by application and subject to the discretion of the Principal. Realistic limits are expected.

You will be expected to apply yourself exclusively to College work and not engage in any other employment without express permission in writing to the Principal.

The College reserves the right to make changes to the conditions of your employment in line with:

- the provisions of the Award
- the needs of the College
- the counsel of the Board, Leadership and the Principal.



Our Mission Statement

Blakes Crossing Christian College aspires to be a vibrant Christ-centred learning community where students will develop a passion for lifelong learning that values creativity, excellence, resilience and faith.

The goal of Blakes Crossing Christian College is to give every student a positive, exciting and solid foundation through the provision of care and understanding in an environment of quality education.

We believe that this combination will develop a sense of belonging, security and engagement in school which will provide students with an excellent launch pad for life.

Our Purpose

In the Bible, in the book of John (chapter 10, verse 10), Jesus said his purpose was to give people a rich and satisfying life.

"...but I came to give life - life in all its fullness."

John 10:10

Similarly, Blakes Crossing Christian College desires to equip children so that they can enjoy a life full of promise, purpose and hope. We want to shape young men and women of character, who are eager to meet life's challenges using their God given gifts and talents.

We will do this by:

- setting high academic and social standards
- providing quality independent schooling within a Christian atmosphere of love, respect, peace and discipline
- establishing positive teacher-student working relationships
- valuing student ability and personal effort.

Our Philosophy

Education is a lifelong process of teaching and learning which leads to the spiritual, intellectual, physical, social, ethical and emotional development of an individual. The ministry of the College is the provision of schooling where this happens.

Our Motto

Educating for Eternity



BCCC Distinctives

Children

Our children are made uniquely in God's image. They are of great worth to God. Ultimately we seek to help build a child's character and in doing so we help children to develop the following character traits, outlined by Cloud and Townsend (1999) in their book *'Raising Great Kids – A Comprehensive guide to Parenting with Grace and Truth'*.

- **Connectedness:** Attachment to God and others is the source of all good things. Children need to learn to need, trust, depend, and have empathy for others.
- **Responsibility:** Often children start school believing their life is the problem of others. By the time they enter school they need to be taking increased ownership over their own life, including the responsibility for their choices. This helps them to gradually experience greater degrees of freedom and self-control.
- **Reality:** The ability to deal with the real world. For example, that others have rights and that people will sometimes let others down, be unfaithful, cause hurt, etc.
- **Competence:** Children need to develop God given gifts and talents, plus develop in all areas including everyday matters, such as decision making, judgement, and work ethics.
- **Morality/Conscience:** Children need to develop an internal sense of right and wrong.
- **Worship:** Children need to learn that God loves them and is in charge of life. They also need to learn to seek their own personal relationship with God.

We value the contribution children can make to the teaching and learning process. Children are not empty vessels waiting to be filled, but have already formed concepts and skills through their early years. Children are responsible for and have ownership of their actions. We encourage all students to think about all aspects of their development and speak with teachers about their progress.

The care and safety of children at the College is fundamental to our ministry.

Staff

All members of the staff have an important contribution to make towards the ministry of the College. Everyone has a responsibility to ensure the safety and wellbeing of the students and to ensure that all students have the right to learn in a safe and fair environment. All staff must meet the requirements of government sponsored initiatives in terms of child safety. While staff members have the right to work in a safe and fair environment, staff are also responsible for their actions.

The development of staff in terms of their vocation is an important component of the care the College has for its staff.



All permanent staff members need to be Christians who are:

- For the children/students.
- Supportive and willing to conduct themselves (work and personal life) according to aspirations and teachings of the College.
- Collegial in approach, competent in their vocation and committed to self-improvement, including the appraisal process.
- Service orientated, willing to personalise/own and build the reputation/brand name of the College.
- Fruitful, efficiency minded, good stewards of College time/money/assets.

Curriculum

Curriculum includes both the formal curriculum and the informal or hidden curriculum, that is, the entire learning environment. It should be negotiable within the constraints of national and state requirements and needs to be continually under review to ensure it is serving the needs of the children.

The formal curriculum should be permeated with the skills and processes that develop literacy, numeracy, life-skills, and critical thinking. The curriculum at the College should promote a Christian worldview and a desire in our students and staff to be life-long learners.

Discipline

The development of discipline (self-control and personal responsibility to respect and uphold the rights of others) is a crucial aspect of character development. The teaching and learning process involved in discipline needs to emphasise and provide suitable challenges, initiatives and models for students to follow. Discipline is in fact liberating. It increases positive learning opportunities, enhances co-operative and individual learning, and creates a safe, orderly, caring and supportive school environment. It is important that families and teachers support each other and thereby support students in the process.

Core Principles:

- Students are responsible for their behaviour: some need help to accept this reality.
- The development of a system of rights, responsibilities and logical consequences for responsible and irresponsible behaviour in an atmosphere of love, hope, joy, compassion, empathy and faith.
- The fostering of negotiable consequences, where appropriate, between students, staff and families.
- The understanding of non-negotiable consequences where required.
- The integration of social responsibilities taught across the curriculum and modelled by staff.
- The establishing, developing and managing of environments and routines in which students learn to respect rights and fulfil responsibilities.
- Systems that aspire to provide life-long models that solve problems, rather than promote aggression and violence as solutions to behavioural difficulties and personal conflict.



Statement of Faith

Blakes Crossing Christian College promotes a broad Christian faith. It strives to create a non-denominational Christian ethos, catering for students/families from a wide variety of Christian backgrounds. We focus on the main faith statements that unite Christians. In the interest of Christian unity, issues about which Christians differ will be avoided.

Beliefs, doctrines and practices contrary to the Statement of Faith will not be allowed within the College.

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

God: There is one true eternal creator God — Father, Son and Holy Spirit.

Creation: God created all things, making man and woman in His own image and for relationship with Him.

Sin: Sin entered into the world through human disobedience following the rebellion of Satan against God.

Christ: The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.

Salvation: The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.

Spirit: The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.

Life: Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:

- a. Encourage other Christians through meeting together for worship and fellowship;
- b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others;
- c. Share the good news to all the world;
- d. Be active in expressing God's love through social justice.

Eternity: Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.

Return and New Creation: Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.