

Prep Educator

Casual or Part Time positions available

OCS is seeking enthusiastic and versatile Early Childhood Educators with either Certificate III or Diploma to join our wonderful Prep team. The successful applicants will be active members of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

Requirements:

- Diploma of Early Childhood Education and Care (or working towards), or:
- Certificate III in Early Childhood Education and Care (or working towards).
- Valid Working with Children Check clearance.
- Accredited Child Protection Training

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should scroll down and fill out the application form and email to Jaimie at ocs@ocs.nsw.edu.au, or call (02) 6362 7258 for more information.



Orange Christian School

Teaching Children - Growing Leaders

ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

POSITION TITLE:	PREP EDUCATOR (CERT III OR DIPLOMA QUALIFIED)
FULL TIME/PART TIME:	NEGOTIABLE
REPORTS TO:	DIRECTOR OF PREP

Orange Christian School (the School) is a Prep to Year 12 School and this position needs to be supportive of the Prep – Year 12 context of the school. The School culture is one of close collaboration across the school. The vision of the School is:

“To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God.”

Each staff member is to be active in promoting this vision through their role within the school.

ROLE PURPOSE

The Prep Educator is responsible for implementing the vision and mission of the School within the context of the classroom and other areas of the School in which they work.

Reporting directly to the Prep Teacher, the Prep Educator is to assist the Prep Teacher with the running of the Prep Program.

The Prep Educator is to display godly leadership to students, expressing an outworking of their faith not only in the way in which they relate to staff, students and parents, but all the other interactions they have in their capacity as Prep Educator.

A Prep Educator should strive to understand the duties that they are asked to perform from a Christian perspective, in a way that supports the ethos of the school as detailed in our Statement of Faith.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This may involve:

- a. attendance at staff meetings.
- b. involvement in school events. For example, Thanksgiving and Dedication Services.
- c. participation in staff devotions.

1 PERSONAL ATTRIBUTES

The Prep Educator shall:

- a. be a Christian who is striving to live a life in accordance with God's word which is evident in the way they live.
- b. be willing and able to share their faith and how it impacts on their role within the School.
- c. be an active member of a Church Community.
- d. understand that their conduct should be above reproach at all times as they are a role-model to all members of the school community.
- e. be supportive of the School's vision which drives the School.

2. ESSENTIAL QUALIFICATIONS

- a. Diploma of Early Childhood Education and Care (or equivalent), or:
- b. Certificate III in Early Childhood Education and Care (or equivalent).
- c. Valid Working with Children Check clearance.
- d. Accredited Child Protection Training.

3. PREFERRED QUALIFICATIONS

- a. Basic First Aid or Provide an Emergency First Aid Response in an Education and Care Setting certificate.
- b. Current ACECQA approved Anaphylaxis and emergency asthma management training.

4. GENERAL RESPONSIBILITIES

The Prep Educator shall:

- a. seek to understand the school rules, and culture, and how they relate to Prep.
- b. provide assistance in the Prep classroom as directed by the Prep Teacher to implement the successful planning, implementation and evaluation of a program for Prep that is reflective of the Early Years Learning Framework (EYLF).
- c. comply with policies and procedures of Prep and the School.
- d. be aware of government regulations and guidelines pertaining to children's services and be prepared to support the Prep Teacher in such matters.
- e. have a commitment to be cognizant of developmental needs of children in the early learning years.
- f. have an active inclusive approach which is reflected in interactions with children, families and staff.
- g. be prepared to assist the Prep Teacher with administration tasks.
- h. be willing to seek assistance in areas of uncertainty.
- i. be proficient with the use of information technology.
- j. promote child wellbeing and prevent harm to children and young people by adopting and adhering to NSW Child Safe Standards.
- k. have a working knowledge of the National Quality Framework and meet these guidelines in work practices.

- l. demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and always act within these guidelines.
- m. maintain confidentiality of sensitive information in relation to educators, staff, families, children and the service in line with the School's Privacy Policy and procedures.

5 PROFESSIONAL DEVELOPMENT

The Prep Educator shall:

- a. undertake any reasonable recommended professional development provided by the School as directed by the Principal, where the professional development is provided within the normal hours of work .

6 STAFF

The Prep Educator shall:

- a. seek to maintain positive, encouraging and supportive relationships with the staff with whom they work.
- b. develop positive channels of communication to ensure smooth operation of the Prep Program and a healthy team environment.
- c. contribute to the administrative/housekeeping duties of Prep operation.
- d. ensure that equipment is respected and maintained to an optimal level of safety.

7 STUDENTS

The Prep Educator shall:

- a. create a safe, supportive and educational environment for children.
- b. form relationships with children which are comforting and nurturing.
- c. ensure children are respected and their rights are being met (United Nations Convention of the Rights of the Child- CRC).
- d. foster positive, encouraging and supportive relationships between teachers, students and their parents.
- e. participate in the process of planning, implementing and evaluating programs suitable to the individual needs and interests of the children.
- f. contribute to the collection, recording and evaluation of children's records and observations, as required under the National Quality Standard and regulatory authority.
- g. ensure that children are safe and adequately supervised at all times.
- h. be aware of children's additional needs/requirements – diet/allergies etc.

- i. assist with the implementation of daily routines.
- j. participate in the process of maintaining supplies and equipment levels for the Prep room and playground.
- k. ensure a high standard of hygiene in compliance with procedures and policies.
- l. administer first aid or medication in compliance with procedures and policies.

8 ACCOUNTABILITY

The Prep Educator shall:

- a. report directly to the Prep Teacher.
- b. provide any information to the Principal/Deputy Principal/Director of Prep as and when required.



Orange Christian School

Prep to Year 12

VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Employment Application Form

Mandatory Requirements

Please return this form together with:

- Cover letter addressing requirements for the position
- Your resume
- Working With Children Check number
- Certified copies of relevant qualifications/ academic transcripts
- Any other supporting documentation
- NESAs Teacher number + accreditation status (Teachers Only)

Statement of Service (required prior to employment offer - teacher's only)

Applicant's Name:

Position applied for:

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Office Manager. **Email:** ocs@ocs.nsw.edu.au

The Principal, Mr Yooie Choi

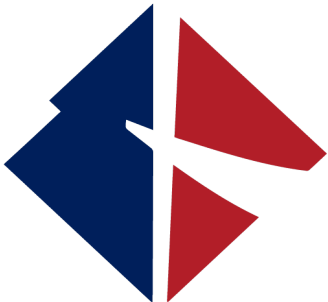
Orange Christian Schools Ltd 500 Cecil Road ORANGE NSW 2800

Ph: 02 6362 7258 **Fax:** 02 6362 7441 **email:** ocs@ocs.nsw.edu.au

www.ocs.nsw.edu.au A.C.N. 002 302 776 A.B.N. 50 002 302 776

Orange Christian School

Teaching Children - Growing Leaders



Please complete in BLOCK LETTERS

Questions marked with an asterisk (*) are optional

Title	<input type="text"/>	*Country of birth	<input type="text"/>
Surname	<input type="text"/>	*Nationality	<input type="text"/>
Given name/s	<input type="text"/>	*Aboriginality	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None
Teachers only – NESA number	<input type="text"/>		
Date of birth	<input type="text"/>		
	<small>Required for verification of WWCC</small>		
*Gender	<input type="text"/>	*Marital status	<input type="text"/>
*Children	<input type="text" value="If you are considering enrolling your children at the school, into which year/s would they be enrolled?"/>		

Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
State	<input type="text"/>	Postal Address, if different	
Phone	<input type="text"/>	<input type="text"/>	
Mobile	<input type="text"/>		
Email	<input type="text"/>		

CHILD SAFETY REQUIREMENTS Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: www.kidsguardian.nsw.gov.au

WWCC No. _____ **Expiry Date** _____

Have you ever been convicted of or investigated for child protection issues such as reportable conduct and/or crossing professional boundaries? If yes, please attach a separate document with all the details*

Yes No

CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended: Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

Describe your habits regarding prayer and Bible study:

Please state, in a few words, your view of Scripture:

What is your motivation for working in a Christian School?

CHRISTIAN FAITH AND EXPERIENCE

Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

Describe your approach to creating a productive and effective classroom environment:

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

QUALIFICATIONS

Please attach certified copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:
Skills/ competencies that you possess e.g. First Aid Certificate
Interests/ hobbies where you have special training or ability e.g. music
Community or service groups you are involved with

REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Professional Referees (Principal [this is a requirement for teaching staff], Supervisor or Employer):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Pastoral Referees:

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

Applicant's Name (print): Date:

Signature.....

- In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.