



Carey
Baptist
College
Forrestdale

Application for Employment Assistant Principal (Curriculum) – Secondary

Background Information

Carey Baptist College Forrestdale was established by Carey Baptist Church in 2016 as a missional platform to equip young people within the community to be of Godly character and influence. The College is a centre of learning, focused on effective teaching and holistic education, providing support and community for the whole family.

Carey Forrestdale is a unique expression of the Carey vision, utilising the beautiful natural surroundings to incorporate an outdoor learning focus within the diverse curriculum. These rich learning experiences, facilitated by skilled educators, see students encouraged to explore their strengths and God-given talents.

The leadership and pioneering educators at Carey Forrestdale are able to glean from over 20 years of experience at the Harrisdale Campus, while developing innovative approaches to cultivate this new community. Featuring purpose built, state-of-the-art facilities, this growing campus provides students and families a space to connect, explore and grow. Carey Forrestdale has a brand new community hub, which includes an auditorium, café kiosk, break out spaces, offices and classrooms.

Carey Forrestdale is co-educational and currently educates students from Kindergarten to Year 8, growing each year to eventually offer Kindergarten to Year 12. We serve to equip students for optimal choice at the conclusion of Year 12 and we are committed to honouring God in all that we do.

Carey is a highly relational community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Courage** – Not the absence of fear but the ability to act despite it.
- **Integrity** – Acting in public as you would act in private.
- **Humility** – Meeting the needs of others before meeting the needs of yourself.
- **Kindness** – Sharing freely with others.
- **Respect** – Honouring the God-given dignity of another.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we 'earn the right to speak' by delivering an excellent education to our students in an environment that values courage, integrity, humility, kindness and respect.

With an open enrolment policy, we understand that not all families will have a Christian faith, so we strive to create an environment where students are supported as they consider their spiritual development and objectively examine the teachings of the Bible.

Assistant Principal (Curriculum)

The role of Assistant Principal Curriculum (APC) is to support the Principal in the broad leadership of curriculum within the College. The Assistant Principal is the team leader for teaching and learning, curriculum and timetabling. This will involve working with Senior Leadership, staff, parents and students.

Major responsibilities have been addressed below.

Under the leadership of the Principal, the Assistant Principal Curriculum will:

- Initiate, plan and disseminate policies relevant to administrative and curriculum matters.
- Ensure that administrative procedures, timetable etc. are family friendly and that parent and student satisfaction levels are high.
- Assist the Principal with the oversight and development of the co-curricular program including camps, by mentoring staff involved in such activities and regularly visiting a range of such activities.
- Assume primary responsibility for planning, organising and updating:
 - Timetables
 - Learning Management Systems (Currently SEQTA, Edval, Synergetic and Consent 2Go)
 - Curriculum Handbooks
 - The Secondary Calendar
 - Classroom and teacher allocations
 - Staff rosters
 - Yard Duty and Relief
 - Carnival staffing
 - Examinations, venue and supervision arrangements
 - Fortnightly teaching payrolls
 - Student Reporting (monitoring appropriate information to Parents and SCSA)
- Ensure that all College practices and procedures and reports comply with the Education Act, SCSA, TAFE, TISC and all other procedural, policy, legal and legislative requirements.
- Contribute to the College newsletter and other media as required.
- Liaise with the person in charge of the co-ordination and supervision of pre-service teaching experiences for tertiary students.
- Liaise with the person in charge regarding the distribution, completion and return of all materials/information/forms relating to University (TISC) and TAFE entrance.
- Provide a leadership presence on-site until at least 5:00pm on at least one afternoon per week, in accordance with the Principal's availability.
- In cooperation with other senior managers, attend after-school-hours events, activities and functions of the College. Check that all staff and students have safely left the grounds and assume joint responsibility for the locking up and alarming of the College at the conclusion of such functions.

Curriculum

- In conjunction with the Principal provide curriculum oversight to the Secondary School.

- Develop, disseminate and implement policies and procedures relating to administrative and curriculum matters.
- In consultation with the Principal, design and implement the College timetable.
- Work closely with Primary to maintain curriculum continuity between the Primary and Secondary Schools.
- Promote best practice and current developments in teaching, learning and the curriculum, including special needs related to the curriculum.
- Oversee the planning, development and implementation of assessment, recording and reporting procedures.
- Liaise with external bodies, including SCSA, TAFE, TISC, INSTEP, ACC etc and ensure that their policies and procedures are implemented.
- Organise and implement procedures associated with academic prizes and awards.

Students

- In conjunction with other staff, provide subject selection advice and direction towards appropriate career guidance to students and parents.
- Ensure high standards of documentation relating to the academic progress of individual students, and that all student academic records are correctly maintained and archived.
- With the Principal, identify, counsel and monitor students who are academically at-risk, may not achieve secondary graduation, etc.
- Assist the Principal in maintaining a safe, positive, harmonious and disciplined school climate.
- Together with the Assistant Principal (Pastoral Care), monitor and manage student conduct and safety on the school grounds during contact time, particularly as related to yard supervision procedures.
- Manage and provide expert advice on matters relating to students with disability and students with learning difficulties.
- Be involved when required in the case management of the academic program of students with disabilities and learning difficulties.

Staff

- Assist the Principal with the professional development and annual review of teaching staff.
- Together with the Principal, monitor the tone in classrooms, and assist teachers experiencing classroom management problems or having difficulties with individual students or groups of students.
- Actively encourage, promote and affirm staff to the wider College community.
- Support and care for staff to ensure a harmonious, caring and supportive workplace is maintained and fostered.
- Monitor the attendance of staff and the completion of leave forms.
- Manage and schedule staff taking Long Service Leave.
- Organise and provide a suitable induction for incoming staff.
- Ensure that all staff maintain high standards and are consistent in their application of administrative and curriculum policies and procedures.
- Monitor the arrival and departure times and general punctuality of teaching staff and take appropriate action if necessary.

Church

- Understand and support the ministry of Carey Baptist Church as the key stakeholder in the College.
- Develop strategic partnerships with the Church leadership team to promote opportunities for sharing the gospel with College families.

Accountability

The APC is accountable to the Principal.

Tenure

- The APC will be employed up to 1.0 FTE with a role release of 0.6 (depending upon need).
- This will initially be a three year appointment.
- Commencement date to be discussed.

Selection Criteria

Teachers applying for this position will have:

1. A living Christian faith.
2. Senior curriculum leadership experience (reflecting the above role description).
3. Leadership experience with both ATAR and VET pathways.
4. Strong team building and organisational capacity.
5. A willingness to go the second mile to achieve excellence.

Remuneration

Remuneration will be in line with the College EBA agreement on an FTE basis.

Timeline

- **Applications due 4 September at 3:30pm**
- Applicants should address the selection criteria
- Interviews will occur as soon as is practicable thereafter

Application Requirements

1. A covering letter addressing the applicant's vision for open-enrolment Christian education.
2. A written testimony or journey of faith.
3. A written response demonstrating experience in addressing the following:
 - a. Curriculum administration
 - b. Policy development
 - c. Team leadership and development
4. A Current Pastor's Reference.
5. Your current CV with contact details for two referees.

Potential Applicants are welcome to phone the Principal on (08) 6166 2203 for a further understanding and description of the role and process.

Closing Date: **Friday 4 September at 3:30 pm**

(Applicants will need to be available for an interview the following week)

How to Apply

Please supply your complete application package by the closing date, clearly addressed to the following:

Via post:

Address to:

Mr Nigel Wise

Principal

Carey Baptist College, Forrestdale

PO Box 1409

Canning Vale WA 6970

Via email:

Email f.principalpa@carey.wa.edu.au

- Supply in A4 photocopy form.
- Supply as one attachment where possible.

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Last Name: _____ Given Names: _____

Address: _____

Suburb: _____ Postcode: _____

Phone (home/mobile): _____

Email: _____

TRBWA Registration No.: _____

Working With Children Check No. : _____

First Aid : _____

Academic Qualifications

Qualification	Name of Institution	Year Obtained

Other Qualifications

Qualification	Name of Institution	Year Obtained

Employment History – Leadership

School	Positions held	Dates	FT/PT

Employment History – Teaching

Indicate, in order, positions held commencing with current or most recent.

School	Positions held Classes / Subjects	Dates	FT/PT or Relief

Professional Development

Details of courses, conference or seminars attended within the past 3 years relevant to the advertised position.

Course/Conference	Date Attended	Location

Competence and Experience

Please rank your competence and experience in each of the following areas by using the appropriate number:

1. not competent / experienced
2. mildly competent / experienced
3. competent / experienced
4. highly competent / experienced

Area	Competence 1 2 3 4	Experience 1 2 3 4
CRITERIA FOR POSITIONS		
Familiarity with Australian Curriculum:		
Familiarity with West Australian Curriculum:		
Organisational skills:		
COMPETENCY IN LEARNING AREAS (Specific Area/s):		
English		
English		
Literature		
Mathematics		
Mathematics Applications/Methods		
Mathematics Specialist		
Humanities		

Economics		
Geography		
History: Modern		
Philosophy and Ethics		
Political and Legal Studies		
Careers		
Science		
Biological Science		
Chemistry		
Human Biological Science		
Integrated Science		
Physics		
Languages		
Indonesian		
Japanese		
The Arts		
Dance		
Drama		
Music		
Visual Arts		
Media Arts		
Technology and Enterprise		
Accounting		
Applied Information Technology		
Business		
Community Services Certificate II		
Digital Production		
Food and Nutrition		
Media Studies		
Photography		
Systems Technology		
Technical Graphics		
Woodwork		
Health and Physical Education		
Health Education		
Outdoor Education		
Physical Education		
Physical Education Studies		
Christian Education		
Library		

Additional Skills

How did you hear about this position?  SEEK  The West Australian  College Website

Friend _____ Other _____

Statement of Principles and Beliefs of Christian Faith

I have read the Statement of Principles and Beliefs of Christian Faith for Carey Baptist College. I fully support the intent and spirit of the document and in signing this Statement of Principles and Beliefs of Christian faith, I give evidence of my personal relationship with Jesus Christ.

Signed: _____ Date: _____

Statement of Principles

- Jesus Christ alone is head of the Church.
- The Church is the community called into being by God. In both its universal and local expressions, it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and serve him as a priestly community.
- By his high priestly ministry, Jesus Christ has won the right for every believer to approach God directly through him.
- Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both churches and individuals.
- He has given to all churches and to every individual the right and responsibility to understand and to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience.
- God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.

Beliefs of Christian Faith

- There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- God speaks to us through the bible, the 66 Scriptures of the Old and New Testaments. Being God-breathed they are fully trustworthy and supremely authoritative for what we believe and how we are to live.
- God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- In creating humans, male and female, in his likeness God intended that we should live in fellowship with him. However, tempted by Satan, God's adversary, the first man and woman disobeyed God. The effect of their sin spread so that we all sin, falling short of our responsibility to love God and neighbour and care for the world.
- Despite our sin which alienates us from God and rightly deserves his judgment, God, because of his grace and great love for all people, sent his son into the world to save us.
- The incarnate son, Jesus of Nazareth, was conceived by the virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a

sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.

- The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith God sets right with himself, forgiving and cleansing them from sin and giving them his Holy Spirit and eternal life.
- The Holy Spirit gives new life to all believers and resides in them permanently empowering for life and witness. He makes them holy and enables them to grow into the likeness of Christ. Through the Spirit God grants all his people various gifts for the well-being, functioning and mission of the Church.
- All Christians are commanded to love God with all their heart, mind and strength, and their neighbours as themselves. What love means in practice, we discover through searching the Scriptures, which reveal God's character and will. Such love includes the responsibility of every Christian to participate in the proclamation of the good news throughout the world.
- While all believers belong to the universal church, God gathers them into local churches which exist to worship and serve him. Jesus Christ, the head of the church, has established both baptism and the Lord's Supper.
- Jesus Christ will return visibly and victoriously from his Father's presence to complete his conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer the eternal punishment of exclusion from his presence. The whole creation will be so transformed that righteousness will characterise the new heavens and the new earth forever.

This Statement aims to give us all a common starting point and to underline the Christian ethos of The College. It is the basis on which we will view one another, our students and their families, and our framework for grappling with contentious issues in our community and the world.