

LOVE - LEARN - LEAD



KINGSLEY
COLLEGE

Employment Package

Teacher (Classroom & Distance)

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1. Role Description

Teacher (Classroom And Distance Education)

College Purpose

- to provide an education of high academic standards that is based on:

1. an acceptance of the Lordship of Christ and
2. an acceptance of the Bible as the revealed word of God

as these are defined in the Statement of Faith of the School;

- to provide an education that also:
 1. fosters self discipline in the learner while teaching him to accept the discipline of the Church which is the Body of Christ to be obedient to his parents and to obey the laws of the Government;
 2. caters for the individuality of the learner and stresses the function of the learner as a member of the Body of Christ and of the community;
 3. trains the learner in the moral and ethical standards of the bible as interpreted in the teaching of the New Testament and assists him to acquire a biblical world and life view and to appreciate the rights of others to hold different views;
 4. develops the learner's creative and critical abilities;
 5. stresses cooperation rather than competition and fosters 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.

College Values

1. Love - love others, as Christ loved us
2. Learn - lifelong learning as a disciple of Christ
3. Lead - leading others towards Christ through word and deed

College Philosophy

We believe that the Word of God is the foundation of true education.

The Lordship of Christ is paramount, and His presence will be recognised in all College activities and evidenced in the atmosphere of the College.

The College will promote the pursuit of excellence in all academic endeavours within a Christian context where learning proceeds according to the ability of each individual child.

We believe that the responsibility for the education of children lies primarily with their parents. The Bible gives the instruction *“Train up a child in the way he should go and when he is old he will not depart from it.”* (Proverbs 22:6)

In seeking a school to assist with this training, Christian parents should select an academic institution which will reinforce Biblical values. A Christian School should support and assist parents in their God given task of bringing up children in the *“discipline and instruction of the Lord”*.

The role of parents is recognised as integral to the education of their children. The authority of parents is respected and their involvement highly valued. The College recognises that its authority,

though derived ultimately from God, is delegated to it from the parents and the Church. Areas that are primarily the responsibility of the family or the Church are not usurped, but will be supported by the College. Teachers, parents and students come together as a community of learners where they are mutually supportive of each other.

Accountability

- This position is directly accountable to the Principal and Head Teacher.

Relates to

- Students studying on campus
- Students studying via distance education
- Parents of both Campus and Distance Education Students
- Other Teachers
- Teachers Aides
- Chaplains
- Administration Officers
- Principal

Attributes

- These are generally personal in nature and reflect the desired attributes of Staff:
- Living a life consistent with and an example of the College's Mission, Vision, Values, Code of Conduct, Lifestyle requirements and Statement of Faith.
- Has a personal experience of God as described in the Statement of Faith.
- Are in regular fellowship and good standing with a local Christian church.
- Senses the call of God to service in Christian ministry and are willing to live the life of sacrifice that such entails.
- Has an understanding of the philosophy of Christian Education and the ability to translate it into practice in the classroom, playground, office and day-to-day life.
- Possess relevant teaching qualifications and a Teacher registration for Queensland.
- Is able to work as a member of a team.
- Demonstrate effective classroom teaching and classroom management procedures which reflect current teaching practices.
- Demonstrate good inter-relational skills including the ability to effectively communicate, motivate and inspire students and develop good working relations with parents, senior management and staff.
- Are prepared to be accountable to management including the Principal.
- Are prepared to be involved in regular professional development

Lifestyle Requirements

The College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. The College's theological basis for interpretation of the Scriptures is that provided by Peace Christian Church, the church that founded

the College. These teachings are expounded in many Church and College documents, both printed and on their websites and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in the College are required to respect and maintain at all times, and should be understood as source documents, defining our doctrines, beliefs and teachings.

- The first job of every staff member is to provide a living example of the College's religious beliefs and teachings.
- It is an occupational requirement of the College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the religious beliefs of the College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.
- Staff are required to be seen to conduct themselves in a manner consistent with the principles and beliefs of the College. For example, if an unmarried couple live together in the same house they are not being seen to conduct themselves in appropriate manner even if they do not enter into a sexual relationship.
- In their deliberate conduct, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs and teachings of the College.
- Staff are required to regularly attend a Christian church and to support Staff Devotions and Staff Worship Services when they are held.

Skills

The Teacher will be expected to:

- Lead students to a knowledge of God as revealed in the Bible through both words and life example
- Help students see the world from a Biblical perspective through what is taught in the classroom and informal conversation
- Implement the school's Christian values and 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 the College
- Maintain good relationships and communication with
 - » Parents
 - » Students studying on campus
 - » Students studying via distance education
 - » Colleagues
- Work as a member of a team
- Have the ability to plan interesting units of study across subject areas to provide an enjoyable teaching program for students studying on campus and students studying via distance education
- Use a variety of teaching resources and equipment
- Establish and maintain positive and consistent classroom management and discipline strategies
- Have the ability to produce a positive approach to classroom management and to foster and employ high standards in this area

- Honestly and persistently carry out self-evaluation of all aspects of his/her role
- Have the ability to organise a classroom and use a variety of resources
- Have the ability to report any learning difficulties with students to parents and senior Administrative staff where necessary
- Be competent in, or willing to learn how to integrate technology in the classroom and use a computer for classroom administration, including email and word processing

Responsibilities

Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable.

- Effectively organise his/her classes, and maintain quality care and discipline of the students in those classes and in general College life
- Be responsible for the organisation of an allocated class, for the nurture, education and discipline of the children within that class
- Maintain a high standard of work amongst students
- Be responsible for the evaluation and assessment of each child's progress, and for reporting to parents verbally and in written form
- Know, plan, program and teach the school's curriculum at the appropriate standards for that class
- Involve parents in the school program
- Attend staff meetings, parent / teacher meetings, interviews, worship and staff devotions
- Meet all school timelines
- Attend In-service Courses and Out of Hours School Functions as required by the College
- Be diligent with playground duties as rostered and report areas of maintenance needs to the office
- Be punctual on all occasions as far as possible, forwarding appropriate apologies when necessary
- Be responsible with confidential matters
- Maintain accurate records of student attendance
- Be aware and supportive of College Workplace Health and Safety (OHS) requirements
- Carry out work practices in accordance with current Workplace Health and Safety requirements
- Submit classroom budgetary requests to Principal when needed
- Perform other duties as required

Planning

- An outline for the next year's program will be submitted to the Head Teacher and Principal for approval by the due date via College's online curriculum mapping tool (currently Atlas).
- For Secondary distance education students, all lessons are to be developed in templates provided and submitted to the Distance Education Coordinator by the due date.

Standards

- The Teacher shall demonstrate the Kingsley College Professional Standards for Teachers (based

on the Australian Professional Standards for Teachers), seeking to become proficient, highly accomplished and ultimately, lead.

Qualifications

- Must possess relevant qualifications/experience including Teacher Registration in Queensland

Development

All staff members are expected to engage in an agreed program of

- Spiritual development, which may include attendance at a conference or seminar, the reading of relevant books, study, and attendance at a prayer retreat or other agreed means of development.
- Professional development, which may include attendance at a conference or seminar, the reading of relevant books, study or other agreed means of development.

Remuneration

Where any staff member acts contrary to these lifestyle requirements, the Principal may attempt restoration, counsel, discipline and dismiss the employee.

- Remuneration will be according to the Federal Educational Services Teachers Award. Salary above the award may be offered as tenure, experience and performance apply.

Appraisal and Review

- Appraisal and review will occur periodically.

2. Selection Criteria – Teaching Staff

Kingsley College is a dynamic, growing school offering Primary and Secondary Education. We are in need of teaching staff who

1. Have a passionate love for Jesus.
2. Possess dynamic spirituality.
3. In regular fellowship and good standing with a local Christian church.
4. Agree with College's Mission, Vision, Values and Statement of Faith.
5. Senses the call of God to this ministry.
6. Has a desire to share the love of Jesus with children and young people and see them fulfil the call of Christ upon their life.
7. Is a positive example and role model.
8. Possess relevant teaching qualifications and a Teacher registration for Queensland.
9. Is able to work as a member of a team.
10. Has an understanding of the philosophy of Christian Education and the ability to translate it into practice in the classroom, playground, office and day-to-day life.
11. Demonstrate effective classroom teaching and classroom management procedures which

reflect current teaching practices.

12. Demonstrate good inter-relational skills including the ability to effectively communicate, motivate and inspire students and develop good working relations with parents, senior management and staff.
13. Prepared to be accountable to management including the Principal.
14. Prepared to be involved in regular professional development.

3. Kingsley College - Professional Standards for Teachers

(based on the Australian Professional Standards for Teachers)

STANDARD 1 - KNOW STUDENTS AND HOW THEY LEARN

- 1.1 Spiritual, physical, social and intellectual development and characteristics of students
- 1.2 Understand how students learn
- 1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds
- 1.4 Strategies for teaching Aboriginal and Torres Strait Islander students
- 1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities
- 1.6 Strategies to support full participation of students with disability

STANDARD 2 - KNOW THE CONTENT AND HOW TO TEACH IT

- 2.0 Know God, as “the fear of the Lord is the beginning of wisdom”
- 2.1 Content and teaching strategies of the teaching area, from a Biblical foundation and perspective
- 2.2 Content selection and organisation
- 2.3 Curriculum, assessment and reporting
- 2.4 Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians
- 2.5 Literacy and numeracy strategies
- 2.6 Information and Communication Technology (ICT)

STANDARD 3 - PLAN FOR AND IMPLEMENT EFFECTIVE TEACHING AND LEARNING

Establish a Christ-centred classroom through prayer and worship. Jesus said, “where two or three gather in my name, there am I with them.” (Mt 18:20)

With the help of the Holy Spirit:

- 3.1 Establish challenging learning goals
- 3.2 Plan, structure and sequence learning programs
- 3.3 Use teaching strategies
- 3.5 Use effective classroom communications
- 3.6 Evaluate and improve teaching programs

3.7 Engage with the parents/carers in the educative process

STANDARD 4 - CREATE & MAINTAIN SUPPORTIVE & SAFE LEARNING ENVIRONMENTS

4.0 Pray for students

4.1 Support student participation

4.2 Manage classroom activities

4.3 Manage challenging behaviour with loving discipline

4.4 Maintain student safety: spirit, soul, body

4.5 Use ICT safely, responsibly and ethically

STANDARD 5 - ASSESS, PROVIDE FEEDBACK AND REPORT ON STUDENT LEARNING

5.1 Assess student learning

5.2 Provide feedback to students on their learning

5.3 Make consistent and comparable judgements

5.4 Interpret student data

5.5 Report on student achievement

STANDARD 6 - ENGAGE IN SPIRITUAL GROWTH AND PROFESSIONAL LEARNING

6.1 Identify and plan spiritual growth and professional learning needs

6.2 Engage in spiritual growth, professional learning and improve practice

6.3 Engage with colleagues and improve practice

6.4 Apply professional learning and improve student learning

STANDARD 7 - ENGAGE PROFESSIONALLY WITH COLLEAGUES, PARENTS/CARERS AND THE COMMUNITY

7.0 Provide a living example of College Vision, Values and Statement of Faith

7.1 Meet professional ethics and responsibilities

7.2 Comply with legislative, administrative and organizational requirements

7.3 Engage with the parents/carers

7.4 Engage with professional teaching networks, the local church and broader communities

7.5 Pray regularly with and for colleagues, parents/carers and the community

4. Core Values Explained & Self Assessment

Bended knee

Heart given to Jesus, Romans 10:9-10. Relationship with Jesus.

- John 3:16
- Walking and talking with God
- Philip
- Paul and Barnabas

Not just a career, a calling.

Extended arm

Care of students, colleagues, others.

- Books for an indigenous family
- Prep student, no Mum
- Patient, consistent correction

Open heart

Genuine listening, non judgmental, accepting.

- They can tell when you care: eyes, smile, voice
- Honour: how we talk about someone behind their back
- “If I had walked in their shoes, I would probably have done the same thing.”

Engaging

Capturing the imagination of all students.

Engagement, not entertainment.

- Learning journeys, deep understanding.
- The look in their eyes halfway through the lesson
- If you're bored, they are too
- Best school tour ever

Empowering

Giving students what they need to succeed.

Guide on the side, not a sage on the stage.

Coach.

“We do”, “You do” - (not just “I do”).

- Asking questions, not giving answers

- Year 5-6 research guide
- Quality Assessment Sheet + explanation
- Inquiry
- Social enterprise market day
- T shirt production
- Ice cream product

Feedback that lifts the student to the next level

Authentic assessment providing accurate feedback, using the standards; specific and encouraging.

Authentic assessment

- Real world
- Links to transfer goal
- Clear instructions
- Clear criteria (use Queensland standards for P-12 consistency)
- Sample work provided

Feedback

- Timely
- Specific
- Encouraging
- “What do I need to do to move up a grade?”
- Example: Year 7 mapping
- Parent/teacher meetings

Commitment

Dedication to whatever it takes to lift student outcomes, within our power, both as individuals and working together as a team.

- Phone, email or message parents
- Follow up
- Scaffold
- Differentiate
- Lunch time opportunities

Core Values Self Assessment

Bended knee	+	+ -	-
Extended arm	+	+ -	-
Open heart	+	+ -	-
Engaging	+	+ -	-
Empowering	+	+ -	-
Feedback	+	+ -	-
Commitment	+	+ -	-

GWC Self Assessment

Get it	Y	N
Want it	Y	N
Capacity to do it	Y	N

5. Statement of Faith

What We Believe

1. We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth.
2. We believe there is one God in whom there are three equal Divine Persons revealed as the Father, the Son and the Holy Spirit and who of His own sovereign Will created the heavens the earth and all that is contained within the Universe.
3. We believe the Lord Jesus Christ is the eternally existing only begotten Son of the Father conceived by the Holy Spirit and born of the virgin Mary. As God He became flesh and dwelt among us; as man He was God.
4. We believe all men are in a fallen sinful and lost condition through the rebellion of Adam and Eve who were created without sin and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.
5. We believe that salvation from the penalty and consequences of sin is found only through the substitutionary atoning death and resurrection of the Lord Jesus Christ.
6. We believe it is the Holy Spirit alone who convicts men of sin, leads them to repentance, creates faith within them and regenerates and fills those who believe on the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.
7. We believe Christ died for our sins was buried and the third day rose from the dead, that he appeared to men who touched Him and knew His bodily presence and that He ascended to His Father.
8. We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.
9. We believe those who have been regenerated by the Holy spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord while those who have not believed will be resurrected to stand at the Judgement Seat of God to receive His judgement and eternal condemnation to Hell.
10. We believe in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever in Hell.
11. We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ which finds its visible manifestation in the local community of believers and ministers through the co-operative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ as Head of the Church to order its life without interference from any civil authority.
12. We believe there are two ordinances instituted by the Lord Jesus Christ, Baptism and the Lord's Supper.

6. Employment Collection Notice

1. In applying for this position you will be providing Kingsley College with personal information. We can be contacted at:

Schoolhouse Street,
NORTH ROCKHAMPTON QLD 4701

PO Box 5313,
C.Q. Mail Centre QLD 4702

Email: mappleton@kingsley.qld.edu.au
Ph: (07) 4921 0580
Fax: (07) 4921 2088

2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to twelve weeks.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. For non-teaching staff, we are required to ensure that an employee is cleared by a criminal history check under Child Protection law. It will be your obligation to provide the College with evidence that this check has been completed and to provide a Suitability Card.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for up to twelve weeks.

7. Personal Profile Form

Position applied for _____

PERSONAL DETAILS

The questions in this section are for information only and will not affect the outcome of your application. Please answer only those questions you feel comfortable in completing.

Name:

Email:

Residential Address:

Suburb:

Post Code:

Home Phone:

Work Phone:

Mobile:

PROFESSIONAL BACKGROUND

List below all degrees, diplomas and certificates you have gained together with the years they were awarded and the institutions awarding them:

Qualification	Year	Institution

List all the schools in which you have taught:

Dates	School	Position/Year Level Taught

List any professional associations to which you belong:

Give details about any current studies which you are pursuing:

Please list Year Levels you are qualified to teach:

Please list any Secondary subjects you are qualified to teach and to what levels:

Subject	Year Level

List any positions of responsibility you have held and for what length of time:

Position	Length of Time

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

Curriculum/Development	Interest, Training, Experience

Give details of co-curricular activities in which you have been involved:

Briefly outline your philosophy of teaching/working in a Christian School:

OTHER DETAILS

Please state briefly your motivations to apply for this position:

Are there any further comments you wish to give in support of this application?

My Queensland Teacher's Registration Number is _____

REFEREES

Give names, addresses and telephone numbers of three (3) people who would be able to attest to your character and ability. One of these should be your pastor.

Referee 1:

Name: Occupation:

Email:

Address:

Suburb: Post Code:

Home Phone: Work Phone: Mobile:

Referee 2:

Name: Occupation:

Email:

Address:

Suburb: Post Code:

Home Phone: Work Phone: Mobile:

Referee 3:

Name: Occupation:

Email:

Address:

Suburb: Post Code:

Home Phone: Work Phone: Mobile:

I hereby confirm that the information supplied above is true, complete and correct. I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby consent to you making such investigations as you may deem necessary regarding the above information. I realise that any misrepresentation or material omission made herein or in any other documentation requested would make me liable for termination of services.

Signature: _____ Date: _____



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