EMPLOYMENT PACK

Primary School Teacher

Commencement: Term 1, 2020

NOTE:
Applications will not be accepted unless all criteria are addressed in the application

Dale Christian School
150 Forrest Road
Armadale WA 6112
08 9497 1444

SELECTION CRITERIA

SECTION 1 ESSENTIAL

Part 1 Christian Experience

1. To have a personal faith and commitment to the Lord Jesus Christ and to be an **active member** of a local protestant church.
2. To have a lifestyle consistent with the expectations of Protestant evangelical churches.
3. To accept the Church's Statement of Faith.
4. To preserve the unity of believers.
5. To have the God given gift of teaching.
6. Include a Pastor's Reference.

Part 2 Professional (Individual)

7. To be familiar with the National Curriculum.
8. To have excellent oral and written communication skills.
9. To have recent classroom experience at relevant level, if not a graduate.
10. To have a current Working with Children's Check and a Federal Police Clearance.
11. To have a Primary Education Qualification.
12. Be registered with the Teacher Registration Board WA.

Part 3 Professional (Teamwork)

13. To be able to participate in a shared community vision.
14. To demonstrate an appreciation and value for other staff.
15. To be a team builder and work as a team player.

SECTION 2 DESIRABLE

16. To have an understanding of the history and philosophy of Christian education and to have undertaken study in this area.
17. To hold a current Senior First Aid Certificate.

SECTION 3 WRITTEN RESPONSE

(Write no more than 250 words)

1. Why are you seeking a teaching position at Dale Christian School?

All candidates are subject to screening and assessment against child safety standards as part of the recruitment process at DCS.

DUTY STATEMENT

To effectively model Christian growth to the staff, parents and students, by working as part of a team ministry.

1. To attend the staff devotional time as advised by the School Principals.
2. To attend staff meetings as advised by the School Principals.
3. To develop, implement and document teaching programs that are consistent with the ethos, aims and objectives of the School.
4. To maintain a high standard of classroom discipline that upholds the school policy.
5. To exercise due and reasonable care over the students for the full period of timetables experience and extra curricula activities, including maintaining adequate routines to ensure student safety.
6. To maintain active supervision, in the interest of the community safety, whilst on playground and other allocated duties.
7. To actively implement school uniform policy, reporting to the Principal matters requiring discipline.
8. To exercise due care with all school equipment, following specified procedures; and further to report immediately any misuse or breakage of equipment or property.
9. To ensure the security of the classroom by locking doors, windows and turning off lights at the end of the day, if leaving after cleaners have completed their duties.
10. To ensure the neatness of the classroom environment by securing all equipment, ensuring students leave no rubbish behind, keeping workstations tidy and neat in a according to professional standards.
11. To ensure the neatness of the general school environment by active oversight of rubbish pick up.
12. To perform other duties allocated from time to time or as specified by Principal.
13. To actively seek opportunities for personal, professional and spiritual development.
14. To be familiar with the guidelines of the School Handbook and Policy in the area related to Teaching Staff.
15. To attend Christian Schools Australia Conferences as required by the School Principal.
16. To maintain a current first aid certificate.
17. To maintain current Teacher's Registration.
18. To maintain current Working with Children's Check and show evidence.
19. To have a federal Police Clearance and show evidence.

INFORMATION FOR APPLICANTS

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

ELIGIBILITY
Applicants who do not meet the essential criteria will not be considered.

CLOSING DATE
Applications must be received at Dale Christian School by the day and time stated in the advertisement. Please note that the application must be forwarded to the Selection Panel. Late applications will not be accepted.

ENQUIRIES
If you would like to find out more about the advertised position, please make contact with the school on 9497 1444.

PREPARING YOUR APPLICATION
The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone to arrange an interview.

If at all possible, your resume should be typed. If this is not possible, make sure your writing is clear and easy to read.

Your application must include the following documentation:

1. **Completed application form.**

2. **Resume (Curriculum Vitae), which comprises of:**

   - Personal Details - Name, address, telephone number.
   - A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
   - Details of involvement in church or church based activities.
   - Your education and training achievements. (Be sure to include any education you are currently undertaking).
   - Any activities you have undertaken outside of work which are relevant to the application.

3. Statement of claims against the Selection Criteria:

- The Selection Criteria examines your Christian beliefs and lifestyle as well as the education, knowledge, skills and abilities required for the position.
- The Selection Criteria (Essential) have been divided into three parts:

  A. Christian Experience
  B. Professional (individual)
  C. Professional (teamwork)

- Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.
- Also draw on experience you have had and include a description of your skills and abilities.
- Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.
- **Your claims for the 3 parts of the Selection Criteria (essential) must <u>NOT</u> exceed 2 x A4 pages single typed.**

4. Referees:

- Referees should be contacted for approval before listing them in your application. **(They may be asked to complete a Referee Form).**
- Provide names, work addresses and day time contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.
- **A Pastors Reference MUST be enclosed**

5. Government Requirements:

- All applicants <u>MUST</u> be registered with the TRBWA and evidence of this enclosed.
- All applicants <u>MUST</u> have a current federal Police Clearance and evidence enclosed.
- All applications <u>MUST</u> have a current Working with Childrens Check and evidence enclosed.

6. Covering Letter:

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**

PREPARING FOR THE INTERVIEW

Interview questions will be related to the position and your Christian beliefs.

To prepare for the questions which may be asked:

- Be aware of what the position involves from the Duty Statement, the Selection Criteria and by talking to the Principal.
- Focus on the Selection Criteria and think of examples and work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and how you could carry them out. Think of any problems you might encounter and how you would resolve them.
- Bring copies of Programmes, Records and Daily Work Pads to the interview.
- Take a copy of your completed application with you.
- Bring a portfolio of Professional Development with you.

THE INTERVIEW

Dress as you would usually do for work - neatly and appropriately for the job.

During the interview:

- Do not assume that each of the panel members knows about your suitability for the job, even though you have had previous experience in the position for which you have applied.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely, even though you may take a few moments to put your thoughts together.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

We hope you find this of assistance and look forward to receiving your application.

Applications may be sent by email, post or hand delivered, marked "Personal and Confidential" addressed to:

The Selection Panel
Dale Christian School
P.O. Box 273
ARMADALE WA 6992
EMAIL: dale@dalecs.wa.edu.au