



Parent Partnership

Christian Discipleship

Academic Growth



Orange Christian School

STAR Tutor

2 days per week (negotiable) - immediate start

OCS is seeking a tutor to work 2 afternoons a week in our STAR program. STAR stands for Students Taking an Active Role and is a dedicated space for students in Years 5-12 to complete homework with assistance, receive help with assessments or other activities designed to improve literacy or numeracy skills.

The successful applicant will be an experienced tutor or teacher's aide, with a current Working With Children Check.

The successful applicant will also be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

Scroll down for the full job description

Interested applicants should fill out the application form and email to

Jaimie at ocse@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:	STAR TUTOR
FULL TIME/PART TIME:	PART TIME
REPORTS TO:	DEPUTY PRINCIPAL

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.

THE ROLE

This program is named “STAR” – Students Taking an Active Role. It operates Monday to Thursday, from 3:15-5:00pm, in the OCS Learning Hub, for students between Years 5-12. Through the operation of the STAR, OCS strives to provide a safe and friendly learning environment that encourages academic practice and growth. Students are invited to use this time to complete set homework, receive help on assessment tasks or complete a range of activities designed to improve their skills in literacy or numeracy.

The STAR tutor will supervise and support the students in attendance and provide assistance according to the individual student’s needs with their set tasks. The STAR Tutor will report directly to the Deputy Principal and on occasion the Head of Teaching and Learning for day to day running.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will involve:

- involvement in school events as required. For example, Thanksgiving and Dedication Services

THE APPLICANT

The STAR Tutor shall:

- Be a Christian who is striving to live a life in accordance with God's word which is evident in the way they live;
- Be willing and able to share their faith and how it impacts on their role within the School;
- Be an active member of a Church Community;
- Understand that their conduct should be above reproach at all times as they are a role-model to all members of the school community;
- Show a commitment to and understanding of the Prep to Year 12 school context;
- Be supportive of the School's vision which drives the School.

GENERAL RESPONSIBILITIES

The STAR Tutor has the following tasks:

General Responsibilities:

- Seek to understand the school rules, and culture, and how they relate to the program;
- Comply with the policies and procedures of the School;
- Be aware of government regulations and guidelines pertaining to children's services and be prepared to support the school in such matters;
- Have a commitment to be cognizant of developmental needs of children;
- Have an active anti bias approach which is reflected in interactions with children, families, and staff;
- Accept direction and be willing to seek assistance in areas of uncertainty;
- Maintain the ability to use information technology where relevant to the program

Specific Responsibilities

- Supervision of students attending STAR from 3:10pm – 5:00pm
- Ensuring students sign in and sign out as they access STAR, and making sure younger students are collected from the Hub by a parent/guardian.
- Following the STAR Manual for procedures and routines

- Provision of support and guidance to individual students as they undertake homework, study and assessment work.
- Provision of additional activities as needed, relevant to age and ability of the student/s.
- Sourcing resources or additional research material for students to assist them in their work.
- Adding resources to the STAR Canvas page (e.g., documents, websites)
- Completing risk assessments for end of term activities
- Communication with class teachers as needed, to pass on concerns or access resources (usually via email)
- Communication with the relevant Section Coordinators regarding any welfare or discipline concerns (emergent issues can be communicated to the executive on duty via phone)
- Communication with other Tutors via email to maintain consistency in routine for students.
- The STAR Tutor is required, if they are the last person in the Hub, to lock the back door, lock the iPad cupboard, turn off all lights heating/air-conditioning in the classrooms, Hub and staffroom, check all windows are shut and lock the main hub door upon leaving.

Occasional Tasks:

- Assistance with additional administrative duties, such as setting up resources and preparation sign-in sheets, displays etc.
- Additional casual hours may be offered for these tasks (e.g., during PD Weeks)

ACCOUNTABILITY

The STAR Tutor shall:

- Report directly to the Deputy Principal and Head of Teaching and Learning
- provide any information to the Principal 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
- ☐ Letter from current minister/ pastor
- ☐ Any other supporting documentation
- ☐ NESA Teacher number + accreditation status (Teachers Only)
- ☐ Statement of Service (Teachers Only)
- ☐ Current First Aid (Prep 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, Principal's Assistant. **Email:** ocs@ocs.nsw.edu.au

The Principal, Mr Ken Greenwood

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

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	<div><input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None</div>
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	<div>If you are considering enrolling your children at the school, into which year/s would they be enrolled?</div>		

Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
State	<input type="text"/>	Postal Address, if different	<input type="text"/>
Phone	<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.	<input type="text"/>	Expiry Date	<input type="text"/>
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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:

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Describe your habits regarding prayer and Bible study:

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

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What is your motivation for working in a Christian School?

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Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

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

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What values do you seek to model as a teacher?

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Outline your experience in curriculum development:

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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 copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

Please note: If your application progresses to an interview, you will be required to provide certified copies of your educational qualifications.

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, 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:

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

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.