



Parent Partnership

Christian Discipleship

Academic Growth



Orange Christian School

Teacher's Aide

Part Time - Immediate Start

OCS is seeking an enthusiastic and versatile part time Teacher's Aide to join our learning support team in the Academic Growth Centre.

The successful applicant will 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.

WWCC required.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should download and fill out the application form [and email to Jaimie at \[ocs@ocs.nsw.edu.au\]\(mailto:ocs@ocs.nsw.edu.au\)](#), or call (02) 6362 7258 for more information.



Orange Christian School

Teaching Children – Growing Leaders

ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

POSITION TITLE:	TEACHER AIDE
FULL TIME/PART TIME:	PART TIME (NEGOTIABLE)
REPORTS TO:	DEPUTY PRINCIPAL

Orange Christian School (School) is a Prep to Year 12 School and this position needs to be supportive of the Prep – Yr 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

The Teacher’s Aide (TA) is an active and vibrant Christian with relevant training and skills as a learning support specialist. The TA will work under the direction of the Learning Support Teacher (LST) and Head of Teaching and Learning (HTL) in the Academic Growth Centre (AGC). TA’s play a vital role in supporting students reach their academic potential. Working alongside staff, with the input of parents, TA’s will work collaboratively with other aides to fulfil the mission of the school and the goals of the AGC. TA’s are encouraged to live out their faith, demonstrating the love of God when supporting students whether in class, or out of class programs and excursions.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will involve:

- attendance at staff meetings as required
- involvement in school events as required. For example, Thanksgiving and Dedication Services
- participation in staff devotions

1. THE APPLICANT

The successful applicant will demonstrate the following:

- Will work positively to promote the vision and mission of the school
- Relevant training and experience in learning support
- Experience working as a Teacher's Aide in schools
- A passion to work alongside students, supporting them to achieve their goals
- Has worked with children with a diverse range of needs
- Works collaboratively within a team
- Is calm and gentle and can work under pressure
- Manage their time well
- Be flexible to adopt varying changes to routine
- Possess good communication skills
- A willingness to work with parents to achieve common goals
- Willingness to implement Child Safe and WH&S standards, and relevant discrimination legislation such as the Disability Standards for Education

2. GENERAL RESPONSIBILITIES

We are seeking passionate and experienced Christians with the heart of Christ to care, mentor and academically support children with additional learning needs. TA's will assist the LST and HTL to identify, resource, and implement child focused academic and co-curricular adjustments. These adjustments are aimed to give students an opportunity to participate and positively engage with the curriculum and co-curricular programs within the school.

TAs will primarily focus on literacy and numeracy skill development within students, and regularly report on student progress to the LST and HTL.

TAs will also engage in daily administrative tasks, will be given a timetable to visit class and work with students individually and in small groups. Working alongside the classroom teacher, TAs will assist the teacher in implementing or modifying work relevant to the student's needs.

3. SPECIFIC RESPONSIBILITIES

The TA shall:

- Visit classrooms under the direction of the LST and HTL
- In class, work alongside targeted students
- Out of class, work in small groups in targeted literacy and numeracy programs
- Assist in conducting routine assessments or screeners to identify student needs
- Work collaboratively with teachers to implement effective differentiated programs
- Assist students with study and organisational needs
- Assist in the administrative functions of the AGC
- Monitor and/or implement disability adjustments during assessments (eg reader, writer)
- Willingness to train and upskill in learning support programs
- Contribute positively to the morale in the AGC

4. PROFESSIONAL DEVELOPMENT

The TA shall undertake any reasonable recommended professional development provided by the School as directed by the Deputy Principal, where the professional development is provided within the normal hours of work.

5. ACCOUNTABILITY

The TA shall:

- report to the LST and HTL for day-to-day matters
- 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 (Required prior to employment offer)

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> <div></div>		

Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
State	<input type="text"/>	Postal Address, if different	<div></div>
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 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, 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.