



*Orange Christian School*  
**APPLICATION**

information pack



 (02) 6362 7258

 [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

 [www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au)

 500 Cecil Rd. Orange NSW

# Casual Secondary Teachers

OCS is seeking passionate and flexible Casual Secondary Teachers.

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

NESA teacher registration and WWCC required.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants are encouraged to read the full job description and requirements for further details and complete the application form.

Email to Jaimie Honeysett 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  
**REPORTS TO:** HEAD OF SCHOOL

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Nestled in the vibrant Central West of New South Wales, Orange Christian School (OCS) is a thriving, non-denominational Prep to Year 12 co-educational school community committed to holistic, Christ-centred education. For over four decades, we have partnered with families to nurture each student's spiritual, academic, and personal growth, ensuring every child is truly seen, known, and encouraged to flourish. Our culture is warm and relational, where staff collaborate and encourage one another as the body of Christ, actively modelling their faith and values in every aspect of school life.

The vision of Orange Christian 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 dedicated to promoting and living out this vision through their role within the school.

### **ROLE PURPOSE**

A Teacher is responsible for implementing the vision and mission of OCS within the context of the classroom where applicable and in other areas of the school in which the teacher works. They are to show Godly leadership to the students, expressing an outworking of their faith not only in the way in which they relate to staff, students and parents, but all the other interactions they have in their capacity of teacher.

A Teacher should strive to understand the duties that they are asked to perform, from a Christian perspective, in a way that supports the ethos of the school as detailed in our Statement of Faith.

### **INVOLVEMENT IN THE LIFE OF THE SCHOOL**

1. Attendance at staff meetings as required
2. Participation in staff devotions

## **1 PERSONAL ATTRIBUTES**

The Teacher shall:

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

## **2 GENERAL RESPONSIBILITIES**

### **TEACHERS KNOW THEIR SUBJECT CONTENT AND HOW TO TEACH THAT CONTENT TO THEIR STUDENTS**

1. A passion for teaching. A love and desire to impart a joy of Literacy, Mathematics and other KLA's to the students.
2. A teacher will see their profession as a way to broaden student understanding about God, His created world, and their role in it as they learn and seek to serve others with the gifts and opportunities they have been given.
3. A desire to produce innovative and differentiated lessons to engage student interests.
4. A willingness to seek further training and education.

### **TEACHERS KNOW THEIR STUDENTS AND HOW THEY LEARN**

1. The ideal teacher will see their students as children of God. This will encourage them to treat students with respect and dignity always seeking the students' greater good.
2. Teachers will maintain a positive, encouraging and supportive classroom atmosphere. If students know that you care they will often respond better to discipline, correction and guidance.
3. Teachers will aim to cater for the learning needs and abilities of all students and a variety of learning styles in their classrooms.
4. Teachers will have an awareness of how to improve student outcomes through the use of data and empower students to own their learning.
5. Teachers will be willing to learn of new ways to reach students and will recognise that faith comes through God's grace and are willing to pray for their students.
6. Teachers will desire to maintain a professional, friendly relationship with students. Maintaining an approachable relationship but not an intrusive one in student's lives.

### **TEACHERS PLAN, ASSESS AND REPORT FOR EFFECTIVE ACADEMIC AND SOCIAL LEARNING**

1. Teachers maintain accurate and up to date records for mark book and reports.
2. Teachers are able to work to deadlines and as members of teams recognising that being organised is beneficial to students, staff and their own work-life balance.
3. Teachers are able to produce programs that cater for the tier levels of learning abilities within a class, enabling students to achieve the stage outcomes.

4. Teachers accurately register their programs and are always seeking new ways to improve the programs for the next class.
5. Teachers meet regularly in section teams to update programs, ensuring they align with the mapping grid and scope and sequence for each KLA.
6. Teachers meet with stage colleagues to analyse assessment data and to plan the best way forward for each student.
7. Teachers report student progress to parents formally four times a year. Twice with the written report at the end of each semester; and twice when parent teacher meetings are conducted in term 1 and term 3.

#### **TEACHERS COMMUNICATE EFFECTIVELY WITH THEIR STUDENTS AND OTHER STAFF**

1. Teachers set high expectations of students with regard to academics and behaviour.
2. Teachers will equip students to commit to academic thoroughness and care, to achieve their potential, through rigorous teaching and learning programs.
3. Teachers provide meaningful feedback on assessment tasks in a short time frame.
4. Teachers are willing to discuss issues with students, parents and staff in a timely manner.
5. Teachers will be actively involved in meetings and committees to further develop all aspects of the school context

#### **TEACHERS CREATE AND MAINTAIN SAFE AND CHALLENGING LEARNING ENVIRONMENTS THROUGH THE USE OF CLASSROOM MANAGEMENT SKILLS**

1. Teachers maintain a visually pleasing classroom that showcases Christian values and student work.
2. Teachers take care with the infrastructure of the classroom. Maintaining a safe working environment.
3. Teachers provide discipline and encouragement in equal measure. They avoid yelling and derogatory comments as these are harmful to student wellbeing.
4. Teachers hold the authority in their classroom. This is achieved with high expectations and firm guidelines about student behaviour and attitudes. A consistent approach is necessary to ensure that students feel they are on firm ground.
5. Teachers set and maintain routines within the classroom with regard to academics and behaviour

#### **TEACHERS CONTINUALLY IMPROVE THEIR PROFESSIONAL KNOWLEDGE AND PRACTICE**

1. Teachers seek out membership to professional associations that will encourage further development of their teaching practices.
2. Teachers will undertake professional development opportunities to network with other teachers and be challenged to grow professional as a Christian and an educator.
3. Teachers will seek out further opportunities to read widely or grow professionally – some of which may be in their own time.
4. Teachers will participate in collegial demonstrations and observations as part of ongoing professional development and practice improvement.

## **TEACHERS ARE ACTIVELY ENGAGED MEMBERS OF THEIR PROFESSION AND THE WIDER COMMUNITY**

1. Teachers are active participants in school life, recognising the extra-curricular activities that are available in which they can engage and use their gifts, passions and hobbies.
2. Teachers recognise that their role is to provide a varied and challenging learning environment for our students, seeking out new ways to inspire and challenge them in their educational and spiritual endeavours.

## **3 PROFESSIONAL DEVELOPMENT**

The Teacher shall:

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

## **4 STAFF**

The Teacher shall:

1. seek to maintain positive, encouraging and supportive relationships with the staff with whom they work
2. develop positive channels of communication to ensure smooth operations and a healthy team environment
3. ensure that equipment is respected and maintained to an optimal level of safety

## **5 ACCOUNTABILITY**

The Teacher shall:

1. report directly to their Head of School
2. provide any information to the Principal / Head of School / Deputy Principals as and when required



# Orange Christian School

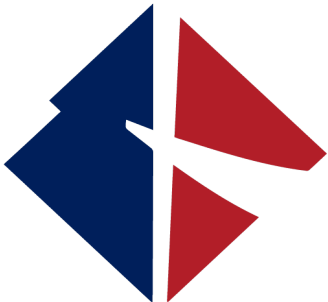
## Prep to Year 12

*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

Orange Christian School

Teaching Children - Growing Leaders



### 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
- Birth Certificate or other identification
- NESA Teacher number + accreditation status (Teachers Only)

Statement of Service (required prior to employment offer - teacher's only)

Written Pastors/Ministers Reference (all applicants)

Applicant's Name: .....

Position applied for: .....

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position at Orange Christian School. **Please note that all sections are required before the application is considered and reviewed.**

Please forward your completed Application + supporting documents to Jaimie Honeysett, Office Manager. **Email:** [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

The Principal, Mr Yooie Choi

Orange Christian Schools Ltd 500 Cecil Road ORANGE NSW 2800

Ph: 02 6362 7258 Fax: 02 6362 7441 email: [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

[www.ocs.nsw.edu.au](http://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	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None
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	If you are considering enrolling your children at the school, into which year/s would they be enrolled?		

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](http://www.kidsguardian.nsw.gov.au)

WWCC No.

Expiry Date

Have you ever been subject to an investigation due to a reportable conduct/child protection matter and/or crossing professional boundaries and/or performance management issue and/or any other disciplinary action? If yes, please comment below (please attach a separate document if necessary)

Yes No

## CHRISTIAN FAITH AND EXPERIENCE

At OCS, we employ Christians who not only affirm our Statement of Faith but also live it in accordance with the Bible and as a disciple of Christ. All staff have a personal relationship with Jesus and are committed to building up the body of Christ here at OCS. As a Christian School, staff teach Christianly, share God's love, and interact with our community as ambassadors for Christ.

Church you attend:

How long have you attended:

Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

What is your definition of a Christian?

What is the Gospel according to God's Word? What does it mean to you?

Give a brief account of your Christian faith journey

How does being a Christian affect your life today?

## CHRISTIAN FAITH AND EXPERIENCE

Outline your experience in sharing a Bible talk/devotion/study with others

Describe your habits regarding prayer, fellowship and reading the Bible

What are your views about the authority and role of the Bible in a Christian's life?

What do you believe is the unique function of a Christian school and why do you want to work at OCS?

Is there anything in the Statement of Faith that you believe is not aligned with your own Christian belief, doctrinal understanding, and experience? Provide reasons for your response (Statement of Faith is detailed on Page 9)

## CHRISTIAN FAITH AND EXPERIENCE

### *Additional Questions for Teaching Applicants Only*

Describe your approach to blending academic content with Biblical truth:

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

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

Do you have any further comments to support your application?

## 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 [this is a requirement for teaching staff], Supervisor or Employer):**

1. Name: Position:  
Workplace name & address: Daytime contact number:

2. Name: Position:  
Workplace name & address: Daytime contact number:

### **Church Pastor/Minister Referee - written Pastor/Minister reference to be attached, no more than 6 months old - :**

1. Name: Position:  
Workplace name & address: Daytime contact number:

2. Name: Position:  
Workplace name & address: Daytime contact number:

**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.

I have read, understand and agree to the Privacy Collection Notice (below)

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 twelve (12) 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.



## PRIVACY COLLECTION NOTICE - EMPLOYMENT

1. In applying for this position you will be providing Orange Christian School with personal information, including sensitive information, through its process of recruiting and employing staff members. Information is collected through: the job application, the interview process, reference checks made by the school and information provided with acceptance of employment by the successful applicant.
2. This information is required to assess the suitability of applicants for the job; to fulfil the legal and regulatory obligations upon the school; and to enable the school to discharge its duty of care to enrolled students. E.g. verification of Working With Children Check.
3. If you accept an offer of employment, we will ask you to provide us with information about your health. This information is collected to help the school in its duty of care to you, and if relevant our students. We recognise this is sensitive personal information.
4. The school may keep your recruitment record on file for up to six (6) months, in the case of unsuccessful applications and unsolicited applications, in the event of another position opening; unless you advise the school that you do not consent to the school keeping your information.
5. The personal information collected about you will be stored securely. Employee files are maintained confidentially in the school; and are exempt from the Australian Privacy Principles under the Privacy Act 1988.
6. Orange Christian School has CCTV cameras installed on the school grounds in the following locations:
  - Site entry and exit points;
  - Carpark (along Cecil Road)
  - Playgrounds;
  - Ovals;
  - Hall (internal and external);
  - The Learning Hub (internal and external);
  - Outside bathroom facilities;
  - Reception area (internal);
  - School vehicles.

The regulation of the installation and use of the CCTV cameras and footage is outlined in the School's Surveillance Policy. The surveillance will be continuous and ongoing.
7. The school may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - Government department
  - People providing administrative and financial services to the school
  - Anyone you authorize the school to disclose information to
  - Anyone to whom the school is required or authorized to disclose the information to by law, including under child protection laws
8. Failure to provide the information requested by the school will affect our ability to evaluate your application and may result in the recruitment process not proceeding.
9. Employees at OCS are required to tell us of any changes to their personal information.
10. The school may use cloud computing service providers to store personal information (which may include sensitive information). These servers may be located in or outside Australia. This means that personal information may be stored or processed outside Australia.
11. The School's Privacy Policy contains further information about:
  - how the school handles the personal information it holds

- storage of personal information in 'cloud' computing providers
  - how to complain if you feel there has been a breach of the Australian Privacy Principles
  - how to correct, or seek access to, personal information held about you.
12. Application to access your personal information may be denied in circumstances which may impact on the privacy of others. The school shall advise of these reasons and possible alternative arrangements.
  13. If you provide the school with the personal information of others, e.g. referees, medical practitioner or next of kin, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish. Refer them to the school's Privacy Policy.
  14. The school's Privacy Policy is available on its website ([www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au)), or from the school. We can be contacted at: 500 Cecil Road, Orange, 2800; or by phone: (02) 6362 7258