Prep Educator

Casual, Full Time or Part Time

OCS is seeking enthusiastic and versatile Early Childhood Educators with either Certificate III or Diploma (or working towards) to join our wonderful Prep team.

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.

WWCC and First Aid required.

Enquiries: The Principal's EA (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 the Principal's EA at ocs@ocs.nsw.edu.au, or call (02) 6362 7258 for more information.

Orange Christian School

Orange Christian School
Teaching Children - Growing Leaders

ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

POSITION TITLE:	**PREP EDUCATOR (CERT III OR DIPLOMA QUALIFIED)**
FULL TIME/PART TIME:	**CASUAL, FULL TIME OR PART TIME**
REPORTS TO:	**DIRECTOR OF PREP**

Nestled in the vibrant Central West of New South Wales, Orange Christian School (OCS) is a thriving, non-denominational Prep–Year 12 co-educational 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 atmosphere 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

The Prep Educator is responsible for implementing the vision and mission of the School within the context of the Prep classroom and other areas of the School in which they work and interact.

Working to support the Prep Teacher, the Prep Educator is to assist the Prep Teacher with the running of the Prep Program.

As a Christian, the Prep Educator is to display godly character and show God's love and careto students, expressing an outworking of their faith not only in the way in which they relate to staff, students and parents, but in all the other interactions they have in their capacity as Prep Educator.

A Prep Educator 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

This may involve:

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

1 PERSONAL ATTRIBUTES

The Prep Educator 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 and supports the School's Statement of Faith.
- 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.
- be supportive of the School's vision which drives the School.
- Has a genuine care and concern for the welfare of children
- possesses excellent teamworking and communication skills

2. ESSENTIAL CRITERIA Diploma of Early Childhood Education and Care (or working towards), or:

- Certificate III in Early Childhood Education and Care (or equivalent).
- Or Is working to complete their Certificate III or Diploma qualifications
- Has experience working in a Prep or Early Learning Centre and
- Valid Working with Children Check clearance and
- Accredited Child Protection Training.

3. PREFERRED CRITERIA

- Basic First Aid or Provide an Emergency First Aid Response in an Education and Care Setting certificate.
- Current ACECQA approved Anaphylaxis and emergency asthma management training.

4. GENERAL RESPONSIBILITIES

The Prep Educator shall:

- teach and care for children in a Christ-like manner, by singing and sharing Bible stories
- seek to understand the school rules, and culture, and how they relate to Prep.
- provide assistance in the Prep classroom as directed by the Prep Teacher to implement the successful planning, implementation and evaluation of a program for Prep that is reflective of the Early Years Learning Framework (EYLF).
- comply with policies and procedures of Prep and the School.
- be aware of government regulations and guidelines pertaining to children's services and be prepared to support the Prep Teacher in such matters.
- have a commitment to be cognizant of developmental needs of children in the early learning years.
- have an active inclusive approach which is reflected in interactions with children, families and staff.
- be prepared to assist the Prep Teacher with administration tasks.
- be willing to ask questions and seek assistance in areas of uncertainty.
- be proficient with the use of information technology.

- promote child wellbeing and prevent harm to children and young people by adopting and adhering to NSW Child Safe Standards.
- have a working knowledge of the National Quality Framework and meet these guidelines in work practices.
- demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and always act within these guidelines.
- maintain confidentiality of sensitive information in relation to educators, staff, families, children and the service in line with the School's Privacy Policy and procedures.

5 PROFESSIONAL DEVELOPMENT

The Prep Educator shall:

- undertake any reasonable recommended professional development provided by the School as directed by the Principal.

6 STAFF

The Prep Educator shall:

- seek to maintain positive, encouraging and supportive relationships with the staff with whom they work.
- develop positive channels of communication to ensure smooth operation of the Prep Program and a healthy team environment.
- contribute to the administrative/housekeeping duties of Prep operation.
- ensure that equipment is respected and maintained to an optimal level of functionality and safety.

7 STUDENTS

The Prep Educator shall:

- create a safe, supportive and educational environment for children.
- form relationships with children which are comforting and nurturing (in a Child Safe manner).
- ensure children are respected and their rights are being met (United Nations Convention of the Rights of the Child- CRC).
- foster positive, encouraging and supportive relationships between teachers, students and their parents.
- participate in the process of planning, implementing and evaluating programs suitable to the individual needs and interests of the children.
- contribute to the collection, recording and evaluation of children's records and observations, as required under the National Quality Standard and regulatory authority.
- ensure that children are safe and adequately and actively supervised at all times.

- be aware of children's additional needs/requirements – diet/allergies etc.
- assist with the implementation of daily routines.
- participate in the process of maintaining supplies and equipment levels for the Prep room and playground.
- ensure a high standard of hygiene in compliance with procedures and policies.
- administer first aid or medication in compliance with procedures and policies.
- Complete any other tasks directed by the Prep Teacher or Prep Director

8 ACCOUNTABILITY

The Prep Educator shall:

- report immediate concerns to the Prep Teacher.
- provide any information to the Principal/Deputy Principal/Director of Prep as and when required e.g. in cases of a Child Protection issue or workplace matter

The School reserves the right to modify and adjust role descriptions to meet its operational and strategic needs.

Orange Christian School

Teaching Children – Growing Leaders

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
- ☐ 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 the Principal's EA. **Email:** 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
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		***Country of birth**	
Surname		***Nationality**	
Given name/s		***Aboriginality**	☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander ☐ None
Teachers only – NESA number			
Date of birth	*Required for verification of WWCC*		
***Gender**		***Marital status**	

***Children**	If you are considering enrolling your children at the school, into which year/s would they be enrolled?

Street Address

Suburb		**Postcode**	
State		**Postal Address, if different**	
Phone			
Mobile			
Email			

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. **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 ☐ No ☐ 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 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.

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), or from the school. We can be contacted at: 500 Cecil Road, Orange, 2800; or by phone: (02) 6362 7258