



# OLIVET CHRISTIAN COLLEGE

ENCOURAGING...EQUIPPING...EMPOWERING...

89 Main Road Campbells Creek Vic 3451

Telephone 03 5472 3817

Email [olivet@castlemaine.net.au](mailto:olivet@castlemaine.net.au)

Website: [www.olivet.vic.edu.au](http://www.olivet.vic.edu.au)

## KEY SELECTION CRITERIA

### POSITION TITLES:

Secondary Teachers

### SUBJECTS:

A combination of any of the following subjects

English/Humanities, Geography, Civics, Economics, Technology, Christian Studies Years 7 - 10

### LOAD:

Full Time 1.0 commencing Term 1, 2019

Part Time 0.4 (negotiable) commencing Term 1, 2019

### REQUIRED QUALIFICATIONS:

Recognised teaching qualification

VIT Registration (including police check)

Applicants for positions will be judged on their responses to the following key selection criteria. To assist in your written response to the key selection criteria, a number of points for each key selection criteria are listed. You should only refer to these points where you have proven demonstrated experience.

Applications emailed to: [admin@olivet.vic.edu.au](mailto:admin@olivet.vic.edu.au) Applications close: **Wednesday 7<sup>th</sup> November 2018**

### Key Selection Criteria One

- demonstrated skills and experience in subject area which enable all students to achieve their full potential
- preparation and planning
- assessment and reporting practices
- classroom management
- ability to contribute to the identification of student learning needs
- ability to design, development, implement and review curriculum.

### Key Selection Criteria Two

- show evidence of recent professional development activities
- participate co-operatively with other staff and be able to work as a team member
- assist student teachers in the development of their teaching skills (not expected of Graduate Teachers)

### Key Selection Criteria Three

- to work in partnership with families and churches to offer a sound Christ-centred education.
- be willing to instil Christian morals and values through the curriculum
- mature Christian character with a commitment to a local church fellowship
- commitment to the school's vision and mission statement (attached)

### Other

- Applications should read and agree to abide by the Staff Code of Conduct (attached)

What to include in the application:

1. Cover letter introducing yourself
2. Resume/CV, including the contact details for at least three referees, one of which must be the pastor of the church you attend
3. Written response to the selection criteria (no more than 3 pages please)
4. The completed standard employment application form for teaching staff (separate document)

# POSITION DESCRIPTION

## TEACHING

A teacher is responsible for:

- Planning thoroughly for each lesson
- Preparation of teaching and learning materials for students
- Presenting material in a manner such as will interest students and enhance learning
- Assessing student performance formally in accordance with College policy
- Completing the formal process of reporting to parents in accordance with College policy
- Contacting parents, at other than formal reporting times, when a student's performance, achievement, attitude or behaviour is a cause for concern, in consultation with the Principal
- Meeting deadlines set by subject area/College administration
- Keeping up to date with developments in the subject area
- Asking for professional assistance when appropriate
- Acting upon professional advice when appropriate
- Maintaining appropriate confidentiality in all matters relating to the College
- Punctuality in regard to professional life
- Complete reports accurately

## DISCIPLINE

The teacher will play a vital role in the discipline process by:

- Emphasising and fostering self-discipline
- Encouraging a positive attitude and positive behaviour in students
- Ensuring that students are aware of minimum expectations in terms of behaviour
- Dealing appropriately with individuals and groups whose behaviour or attitude is not acceptable
- Following the College's stated policy and procedures by referring students to appropriate staff when necessary

## PASTORAL CARE

The subject teacher will demonstrate pastoral care of his/her students by:

- Attending to the needs of each student and the group as a whole
- Exercising duty of care through effective, professional supervision
- Maintaining constant supervision of a group for which responsibility has been allocated
- Treating students with the respect to which their God-given dignity entitles them

## OTHER AREAS

The subject teacher is required to:

- Ensure that the classroom and its equipment are treated with respect by students and that the teaching area is neat and tidy when vacated
- Be involved in co-curricular activities of the College
- Maintain a manner of life which reflects an adherence to and support for the beliefs, teachings, values, and attitudes of Christianity and Mission Statement of the College
- Practices carried out within the College are in accordance with relevant Occupational Health and Safety guidelines
- Allocated supervision duties and responsibilities
- Reporting to parents at Student/Parent/Teacher Interviews
- Maintaining professional development
- Maintaining excellent rapport with school community – staff, parents and students

## MISSION STATEMENT

"Olivet Christian College is committed to the spiritual and academic development of each child, preparing them for effective service for Christ in today's world, working with the parents/guardians in fulfilling their God-given responsibilities in the training of their children."

"...bring them up in the nurture and admonition of the Lord" Ephesians 6:4

# STAFF CODE OF CONDUCT POLICY

## INTRODUCTION

Management, staff, volunteers and contractors at Olivet Christian College are required to abide by this Code.

Under the Executive, The Principal will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- Provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

## POLICY

### **All people involved in the care of children on behalf of Olivet Christian College will:**

1. Work towards the achievement of the aims and purposes of the College;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Olivet Christian College; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

### **No person involved in the care of children on behalf of Olivet Christian College shall:**

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

# OLIVET CHRISTIAN COLLEGE

## STATEMENT OF FAITH

(a) I have personally accepted Jesus Christ as my Lord and Saviour from sin.

I believe in:-

(b) The divine inspiration of the Old and the New Testament Scriptures as originally given and their supreme and final authority for faith and life; and that the Bible clearly states that there is a Heaven to gain and a Hell to shun.

(c) The eternal existence in three persons, Father, Son and the Holy Spirit of the one God, Creator and Sustainer of the universe.

(d) The deity and perfect humanity of Jesus Christ, His Virgin birth, His atoning death, His bodily resurrection, His ascension to Heaven and His imminent return.

(e) The sinfulness of all mankind making man subject to God's wrath and condemnation.

(f) The personality of the devil.

I believe:-

(g) That all who by faith receive Jesus Christ are born again of the Holy Spirit who indwells them and are therefore children of God.

(h) That all who follow Jesus Christ are called to a life of separation from all sinfulness.

(i) That the Church is the company of people who have been born again through faith in Jesus Christ and who have been baptised by the Holy Spirit into one body of which Jesus Christ is the Head.

(j) That the church is commissioned to go into all the world and preach the gospel to everyone.

(k) That I submit myself to God by submitting to the authorities God has placed over me.

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NAME (Please print full name)

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DATE:

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SIGNATURE:

BY LAW:

I recognize sincere differences of opinion amongst born-again believers in a variety of areas such as the end times, church government, baptism, communion, healing and tongues. I will not teach or promote my beliefs in areas of doctrine where there are differences.

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FULL NAME (Please print)

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DATE:

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SIGNATURE:

# OLIVET CHRISTIAN COLLEGE

## G001 CHILD PROTECTION POLICY G001

### Introduction

Olivet Christian College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at Olivet Christian College is responsible for the care and protection of children and reporting information about child abuse.

### Purpose

The purpose of this policy is

1. To facilitate the prevention of child abuse occurring within Olivet Christian College.
2. To work towards an organisational culture of child safety.
3. To prevent child abuse within Olivet Christian College.
4. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
7. To provide assurance that any and all suspected abuse will be reported and fully investigated.

### Policy

Olivet Christian College is committed to promoting and protecting at all times the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Olivet Christian College has zero tolerance for child abuse. Everyone working at Olivet Christian College is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Olivet Christian College, all employees, workers, contractors, associates, and members of the Olivet Christian College community.

Olivet Christian College supports and respects all children, staff and volunteers. Olivet Christian College is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

### RESPONSIBILITIES

The **Executive** of Olivet Christian College has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Executive is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The **PRINCIPAL** of Olivet Christian College is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the Olivet Christian College community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All **Teachers** must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate Assistants about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Staff should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All **staff/volunteers/contractors** share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Olivet Christian College's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to the Principal (or, if the Principal is involved in the suspicion, to an Executive Member); and
- Provide an environment that is supportive of all children's emotional and physical safety.

## Definitions

**Child** means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

**Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

**Reasonable grounds for belief** is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) The child is in need of protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) The parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a) A child states that they have been physically or sexually abused;
- b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c) Someone who knows a child states that the child has been physically or sexually abused;

- d) Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

### **Employment of New Personnel**

Olivet Christian College undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share Olivet Christian College's values and commitment to protect children; and
- Prevent a person from working at Olivet Christian College if they pose a risk to children.

Olivet Christian College requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with Olivet Christian College.

Persons applying for a role as a teacher with the College must be registered with the Victorian Institute of Teaching.

Olivet Christian College may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at the College and during their time with the College at regular intervals.

Olivet Christian College will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

### **Risk Management**

Olivet Christian College will ensure that child safety is a part of its overall risk management approach.

Olivet Christian College is committed to identifying and managing risks at Olivet Christian College.

### **Reporting**

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of leadership.

Leadership must report complaints of suspected abusive behaviour or misconduct to the Principal and also to any external regulatory body such as the police.

*Children, Youth and Families Act 2005 (Vic)*

*A child is a person under 17 years' old*

- *Mandated Reporters must make a report if:*
- *They form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.*
- *The parents cannot or will not protect the child; and*
- *The belief is formed in the course of practicing his/her position of employment.*
- *NB: exceptions may apply*

### **Investigating**

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Principal will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal may decide to conduct

such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Principal will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Principal shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

### **Responding**

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

### **Privacy**

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Olivet Christian College will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

### **Reviewing**

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

### **Related Documents**

- [Confidentiality Policy](#)
- [Risk Management Policy](#)
- [Staff Induction Policy](#)
- [Legislative Compliance Policy](#)
- [Staff Recruitment Policy](#)
- [Mandatory Reporting](#)