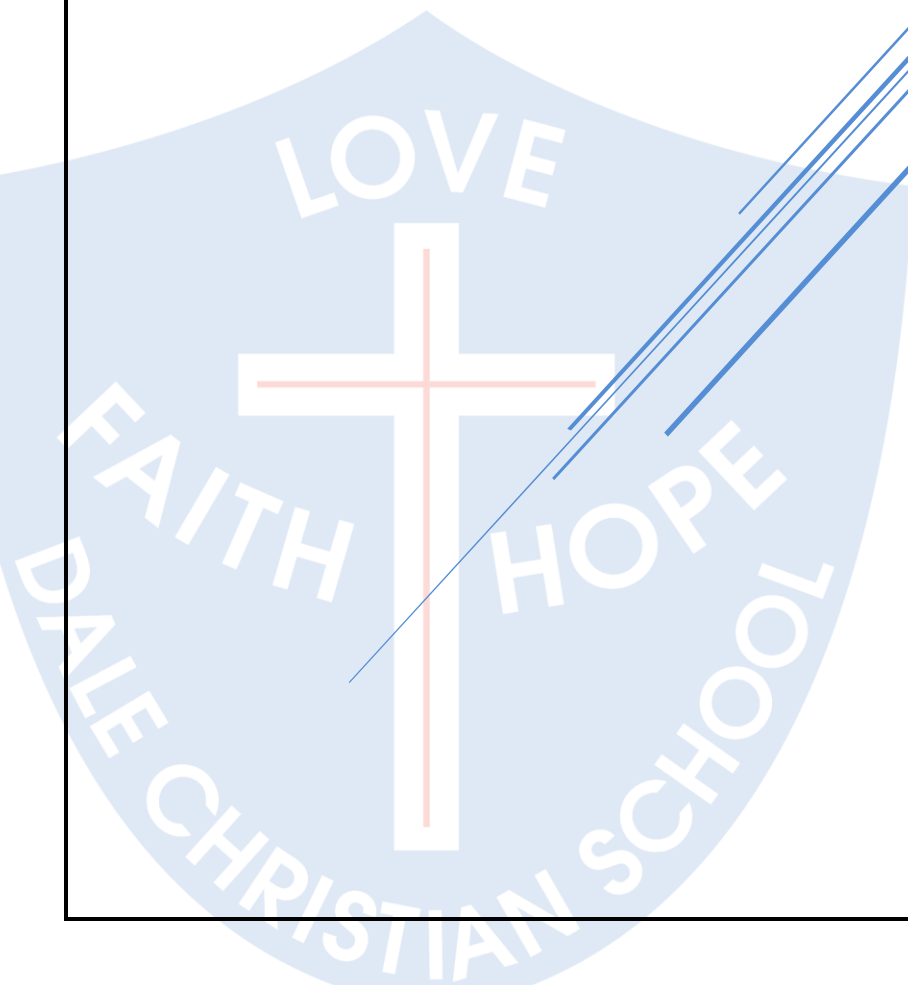


# EMPLOYMENT PACK

School Chaplain

Part Time Position 0.8

Commence as soon as possible



Dale Christian School  
150 Forrest Road  
Armadale WA 6112  
08 9497 1444

# SELECTION CRITERIA

## SECTION 1 ESSENTIAL

### Part 1 Christian Experience

1. To have a personal faith and commitment to the Lord Jesus Christ and to be an **active member** of a local Protestant church.
2. Interaction with others in ways that are consistent with Christian beliefs and values.
3. To accept the Church's Statement of Faith.
4. Include a Pastor's Reference.

### Part 2 Professional (Individual)

5. To hold a minimum of a Cert 4 in Youth Work or Pastoral Care or an equal or higher qualification in a relevant field.
6. An ability to foster positive personal relationships with individuals, with a commitment to their personal growth.
7. To demonstrate capacity to sensitively relate the Christian faith in community context.
8. The ability to build meaningful relationships and engage in one-to-one pastoral conversations: children, young people and adults.
9. To demonstrate capacity to deliver effective pastoral care and work within an educational environment.
10. To have excellent oral and written communication skills.
11. Must have computer literacy skills.
12. To have a Working with Children's Check.
13. To have a Federal Police Clearance.

### Part 3 Professional (Teamwork)

14. To be able to participate in a shared community vision.
15. To demonstrate an appreciation and value for other staff.
16. To be a team builder and work as a team player.

## SECTION 2 DESIRABLE

17. To hold a current Senior First Aid Certificate.
18. To hold a Youth mental First Aid certificate.
19. Completed "Gatekeeper" or an equivalent suicide prevention training course.

## SECTION 3 WRITTEN RESPONSE

(Write no more than 250 words)

Why are you seeking a position at Dale Christian School?

**Applications will not be accepted unless all criteria are addressed in the application.**

## DUTY STATEMENT

1. To effectively model Christian growth to the staff, parents and students, by working as part of a team ministry.
2. Carry out duties as identified by the Pastoral Care Coordinator.
3. Work collaboratively with school leadership and student services team to implement pastoral care strategies.
4. Provide support to the school community in times of grief, family breakdown and other crises situations.
5. Develop supportive relationships with students.
6. To run/support social emotional programs as directed.
7. Involvement in chapel services, both primary and high school.
8. Liaise with families of students to best support students.
9. To make links with and refer appropriately, community support services for students.
10. To regularly liaise with school psychologist and other professionals as necessary.
11. Support whole school events and support/coordinate camps.
12. To attend the staff devotional time as advised by the School Principal.
13. To attend staff meetings as advised by the School Principal.
14. To exercise due and reasonable care over the students, including maintaining adequate routines to ensure student safety.
15. To maintain active supervision, in the interest of the community safety, whilst on playground and other allocated duties and be accessible during these times.
16. To exercise due care with all school equipment, following specified procedures; and further to report immediately any misuse or breakage of equipment or property.
17. To perform other duties allocated from time to time or as specified by Principal.
18. To actively seek opportunities for personal, professional and spiritual development.
19. To be familiar with the guidelines of the School Handbook and Policy in the area related to Staff.
20. To maintain a current first aid certificate.
21. To maintain current Working with Children's Check and show evidence.
22. To have a federal Police Clearance and show evidence.

# INFORMATION FOR APPLICANTS

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

## ELIGIBILITY

**Applicants who do not meet the essential criteria will not be considered.**

## CLOSING DATE

Applications must be received at Dale Christian School by 4.30 pm on the day stated in the advertisement. Please note that the application must be forwarded to the Selection Panel. Late applications will not be accepted.

## ENQUIRIES

If you would like to find out more about the advertised position, please make contact with the school on 9497 1444.

## PREPARING YOUR APPLICATION

The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone to arrange an interview.

If at all possible, your resume should be typed. If this is not possible, make sure your writing is clear and easy to read.

**Your application must include the following documentation:**

1. **Completed application form.**
2. **Resume (Curriculum Vitae), which comprises of:**
  - Personal Details - Name, address, telephone number.
  - A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
  - Details of involvement in church or church based activities.
  - Your education and training achievements. (Be sure to include any education you are currently undertaking).
  - Any activities you have undertaken outside of work which are relevant to the application.
3. **Statement of claims against the Selection Criteria:**
  - The Selection Criteria examines your Christian beliefs and lifestyle as well as the education, knowledge, skills and abilities required for the position.
  - The Selection Criteria (Essential) have been divided into three parts:
    - ❖ Christian Experience
    - ❖ Professional (individual)
    - ❖ Professional (teamwork)
  - Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.

- Also draw on experience you have had and include a description of your skills and abilities.
- Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.
- **Your claims for the 3 parts of the Selection Criteria (essential) must NOT exceed 2 x A4 pages single typed.**

**4. Referees:**

- Referees should be contacted for approval before listing them in your application. **(They may be asked to complete a Referee Form).**
- Provide names, work addresses and day time contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.
- **A Pastors Reference MUST be enclosed**

**5. Government Requirements:**

- All applicants MUST be registered and evidence of this enclosed.
- All applicants must have a current federal Police Clearance and evidence enclosed.

**6. Covering Letter:**

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**



## PREPARING FOR THE INTERVIEW

Interview questions will be related to the position and your Christian beliefs.

To prepare for the questions which may be asked:

- Be aware of what the position involves from the Duty Statement, the Selection Criteria and by talking to the Principal.
- Focus on the Selection Criteria and think of examples and work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and how you could carry them out. Think of any problems you might encounter and how you would resolve them.
- Take a copy of your completed application with you.
- Bring a portfolio of Professional Development with you.

### THE INTERVIEW

Dress as you would usually do for work - neatly and appropriately for the job.

During the interview:

- Do not assume that each of the panel members knows about your suitability for the job, even though you have had previous experience in the position for which you have applied.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely, even though you may take a few moments to put your thoughts together.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

We hope you find this of assistance and look forward to receiving your application.

**Applications may be sent by email, post or hand delivered,  
marked "Personal and Confidential" addressed to:**

**The Selection Panel  
Dale Christian School  
P.O. Box 273  
ARMADALE WA 6992  
EMAIL: [dale@dalecs.wa.edu.au](mailto:dale@dalecs.wa.edu.au)**

## **INTRODUCTION TO THE SCHOOL**

Dale Christian School is part of a wider movement of Christian schools that actively promote Christ-centred education. The effect of these schools on Australian education over the past 20 years has been significant, but the greatest benefit to families comes from active involvement in their local Christian school.

Dale Christian School is an outreach activity of the Armadale Congregational Church Inc. and is affiliated with Christian Schools Australia. The school is managed on a day to day basis by the Principal, who is responsible to a duly elected Board. The Board is responsible to the Church.

### **SCHOOL HISTORY**

Dale Christian School opened in July 1983 in the hall of the old Armadale Congregational Church. There were two classes, totalling 21 children. Right from the beginning parent involvement was a hallmark of the School, and this continues to the present time.

The School rapidly outgrew the original site and in late 1985 the Church purchased the former drive-in on Forrest Road.

In 1997, the Armadale Congregational Church applied for association with the Baptist Union of Churches. This request was granted in November 1997, so enabling our school to link into other Baptist schools in Western Australia.

### **CHRISTIAN SCHOOLS**

Dale Christian School began as a member of the Christian Community Schools network of schools. The first Christian Community School commenced in NSW in 1976 and from this humble start the God-given vision has grown to nearly 90 schools in Australia and 125 schools worldwide. Bethel Christian School opened in Albany in 1981, the first of 12 schools in Western Australia.

In 2002 Christian Community Schools changed its name to Christian Schools Australia and joined a wider network of Christian Schools. There are over 20 000 students attending CSA schools Australia wide, with new schools opening each year. This organisation has a professional office base in Sydney with paid Regional Directors. Professional development for schools and individual staff (conferences and seminars) is available to member schools.

### **SOCIETY TODAY**

In our society, often both parents work so education can no longer be totally carried out by the parents at home. Therefore, it is important for parents to be sure that those to whom they entrust their children for training should be bringing them up to love the Lord their God with all their strength (referring to the physical and mental side of life), with all their heart (the emotions and the will), and with all their soul (the spiritual side of mankind).

## **THE AIM OF DALE CHRISTIAN SCHOOL**

Our aim is to continue to develop a Christian School where Christ is honoured in all management, curriculum and teaching practices. We expect students and families to work with us towards our goal of Christ-centred education. Our aim is that every student who attends Dale will leave having heard clearly the claims of Christ on their lives, and having seen the love of God at work in the staff and school community. Love, faith and hope is the motto of the school. Our desire is that students enjoy daily school life.

## **THE FUTURE OF THE SCHOOL**

The School Board believes that God's grace and love has built Dale Christian School and that He has plans for it in the future. We have a good resource base within the church, buildings, staff and our active parents. We believe that the future of the school is good for our children and that we will see Dale play a more significant role in the local community in future years.

## **ENROLMENT POLICY**

Dale Christian School exists to support Christian families in the raising of their children by providing an educational environment that is consistent with the core values and beliefs of a Christian home. The school is for children from homes that share the aims, beliefs and values of the school. The school will also, on a case by case basis, accept enrolments from unchurched families who express a strong commitment to the school's values. We will not compromise our values and standards to suit a wider clientele. A pastor's reference is an important part of the enrolment process.

Lodgement of an application form **DOES NOT** assure enrolment. Enrolment is determined after the completion of a supportive interview process. The interview has three parts to it. (1) An outline by a Board member of the role of the church and Board in the school, (2) An invitation to the parent to provide information about their spiritual commitment to the school and, (3) A brief summary by the Principal of the Spiritual, Academic and Pastoral care program in the school. Finally there is a finance meeting with the school Bursar. **The School Board makes the final decision about enrolment** and at any stage of the interview process enrolment may be denied.

## **STATEMENT OF FAITH**

Attached is a copy of the Statement of Faith. Within the school there are a wide range of denominations represented among parents and staff, but all office bearers and staff must be able to confidently adhere to the central beliefs of Christianity. As the school is a ministry of the Armadale Congregational Church, all staff and families must be able to support the church Statement of Faith (attached).

In the interest of harmony within the school, controversial or divisive doctrines or issues shall not be promoted. Such issues include:

1. Speaking in tongues as a sign of having been filled with the Holy Spirit and
2. Doctrines which are peculiar to a particular denomination.



## **THE FAMILY**

The school's chief desire is to support the home. This is the nurturing ground for the child and the basis for the family. We endeavour to build on the prayer and Bible teaching foundations taught within the home.

We set out to provide a good grounding in biblical understanding and to provide opportunities for children to grow up to be like Christ. The School community is a model of love in action.

## **SCHOOL STAFF**

All of the staff at Dale Christian School are Christians and are actively involved in their local church. Each staff member is employed because we believe that they are the right person for the job and each brings to the school appropriate skills, gifts and a heart for the ministry. Some of our staff are involved in professional development programs at post-graduate level with local universities and the National Institute for Christian Tertiary Education.

All staff, including support staff, are carefully selected through interviews. We believe that staff see their employment not only as a job, but as a ministry to the children.

## **GOOD DISCIPLINE**

Dale Christian School's behaviour management plan is based around the Biblical principles of right behaviour and attitudes, responsibility for personal actions, co-operations between school and home, restitution, repentance, forgiveness and consequences. While this is but a thumb-nail sketch, it is important to note that we will always attempt to correct children toward right behaviour in preference to punishment, but we believe that children must learn that actions have consequences that affect themselves and others.

On the rare occasions that students or families do not respond to the pastoral care and discipline of the school, and knowingly choose to contradict the school's standards, they are asked to leave for the good of the wider student body. Such action would only be taken after extensive discussion between parents, the Principal and School Board. (A detailed copy of the Discipline Policy is available on request.)

# STATEMENT OF FAITH

*The statement of Faith of the Dale Christian School is the same as the statement of Faith of the Armadale Congregational Church Inc. and is as follows*

## **We Believe in**

- ❖ The full inspiration of the Holy Scriptures; their authority and sufficiency, being in themselves the Word of God, (bearing witness to the Incarnate Word Jesus Christ; the reliability of the New Testament concerning the character and authorship of the Old Testament); their freedom from error as given in the original writings; and the need of the teaching ministry of the Holy Spirit for a true and spiritual understanding of the whole of Scripture.
- ❖ The unity of the Godhead and the divine and co equality of the Father, Son and Holy Spirit; the sovereignty of God in creation, providence and redemption.
- ❖ The true and proper deity of our Lord Jesus Christ; His virgin birth; His real and perfect manhood; the authority of His teaching, and the infallibility of all His utterances; His work of atonement for sinners of mankind by His substitutionary sufferings and death, His bodily resurrection and His ascension into heaven; and His present and priestly intercession for His people at the right hand of the Father.
- ❖ The total depravity of human nature in consequence of the Fall, and the necessity for regeneration.
- ❖ The justification of the sinner solely by faith in our Lord and Saviour Jesus Christ.
- ❖ The necessity of the work of the Holy Spirit in conversion and regeneration, at which point the believer is baptised with the Spirit; also in sanctification, worship and ministry, for which He gives spiritual gifts.
- ❖ The universal Church, the body of which Christ is the Head, embracing all the redeemed, called by God through the Gospel, born of the Spirit and justified by faith; the local church comprising such believers as the expression of the universal Church, and fellowship between such churches manifesting the unity of the body of Christ.
- ❖ The ordinances of Baptism and the Lord's Supper as being instituted by our Lord Jesus Christ; but NOT in baptism as conveying regenerating grace; NOR in the Lord's Supper as being a sacrifice for sin, nor involving any change in the substance of the bread and wine.
- ❖ The imminent personal return of the Lord Jesus Christ for His Church and His subsequent return to the earth in glory.
- ❖ The resurrection of the body, the judgement of the world by our Lord Jesus Christ, with the eternal blessedness of the righteous and the eternal punishment of the wicked.