



# EMPLOYMENT PACK

## Chaplain

0.4 FTE Temporary Part-Time 2 days per week

A large, stylized cross graphic is positioned in the lower-left quadrant of the page. It consists of a white vertical bar and a white horizontal bar intersecting at the center. Overlaid on this are two red vertical bars and two red horizontal bars, creating a layered, textured effect.

Equipping for Life







# WELCOME

Thank you for *your* interest in joining us!

Charlton Christian College commenced in 1998 and is located on 12 hectares of bushland in the heart of beautiful Lake Macquarie.

The College has 730 students from Kindergarten to Year 12 and operates in three sub-schools:

- Junior School (K-4)
- Middle School (5-8)
- Senior School (9-12)

Charlton is part of the ministry of the Christian Education Foundation (CEF), a non-profit company. The School Board is made up of the CEF Directors.

The College was established as a school primarily for children of Christian homes and we actively promote Christian faith and values. However, as the College expanded, we now operate under an open enrolment policy with a large proportion of College parents having little or no church background.

Our parents want their children to be taught values in a Christian faith community according to our 'Statement of Faith' and are happy for the gospel of Jesus to be shared openly. We believe we have a special ministry of care and evangelism to these families.

Our vision is to provide affordable Christian education which develops all students in a Godly way towards a perceptive, critical and compassionate understanding of the society in which we live. This vision is summed up in our College Motto, **Equipping for Life**.

We believe that as our College fulfils its task of equipping and preparing students for life and especially for eternity, they will have a significant impact for the Kingdom of God in their families and their community.

It is central to the Foundation's employment policy that each member of staff has a personal faith in Jesus Christ and are active disciples, participating wholeheartedly in a local Church community. The staff of the College are its greatest asset and we have the privilege of partnering with parents in both educating and raising their children.

Our call to teach and influence students is indeed a high one and we invite you to consider *joining* our team.

  
Mark Ash  
Principal

Employing committed *Christians*  
who have a **PERSONAL CONVICTION**  
FOR POINTING CHILDREN TO JESUS THROUGH TEACHING

## EMPLOYMENT BENEFITS

### STAFF BENEFITS

Charlton strives to be an employer of choice, providing competitive benefits to employees in a culture focused on Christian faith, community and strong social capital. Staff are employed under the NSW Christian Schools Australia (CSA) Multi-site Enterprise Agreement and receive a range of other benefits

- Attractive salary sacrifice arrangements
- Air-conditioned staffroom and classrooms
- School fee concessions for children
- Access to the College funded counselling program (EAP)
- Free flu vaccinations
- Laptop

### LEARNING ENVIRONMENT

Our spacious K-12 staffroom work and common spaces support a friendly and collaborative professional culture in which relationships are valued and nurtured. Located among bushland on a semi-rural site, Charlton provides an impressive learning environment where students are motivated to do their best. Our fine facilities reflect our contemporary focus with technology integrated into all classrooms. The campus includes two fully compliant Hospitality and Food Technology Rooms, a fine Multi-Purpose Sport and Performance Centre, a state-of-the Art K-12 Library, Specialist Science, Drama, TAS rooms, Oval, covered Sports Courts and Adventure Playground.

### OPPORTUNITIES TO SERVE

Employees are committed to the development of Christian community in the service of Jesus. Staff care for, respect and serve the students, families and each other. They are committed to our students and whole-heartedly contribute to making Charlton the supportive place it is.

### OPPORTUNITIES TO EXCEL

Employees are caring, accomplished, and well-resourced professionals who exhibit quality practices and embrace professional learning. On-going growth and development are a priority for the College and two non-teaching weeks are set aside each year during student term breaks for teachers to collectively participate in Professional Development and collegial interaction.

We hope to help you find fulfillment in your professional life in Christian Schooling!

## THE POSITION

### THE ROLE

Temporary Part-Time: 0.4FTE (2 days per week) for Terms 3 & 4 2023 with potential to convert to an ongoing position.

Term time as defined by when students are in attendance plus a small number of additional days. Start date: 17 July or as soon as is possible thereafter.

### REPORTING RELATIONSHIP

Responsible to Deputy Principal

## KEY RESPONSIBILITIES

The position is responsible for but not limited to the following shared portfolios, as determined by the Chaplaincy Team and under the guidance of the Deputy Principal:

- Student Leadership
- Chapel Coordination
- Male and Female Student Discipleship Programs (including Bible study opportunities)
- Student and Staff Spiritual Well-being and Support
- Staff Devotions
- Support of Community Service Initiatives
- Support of Sub-school Camps, Initiatives and other activities
- Support of the induction of new students
- Contacting and visiting (as appropriate) College families
- Support of School Mission Trips
- Resourcing the Christian Life classes and aspects of the curriculum

## KEY CRITERIA

Has held position(s) of responsibility within a church community

Works collegially and is a team-player

Demonstrates a high level of interpersonal, communication and organisational skills

Has a proactive approach to work

## HOW TO APPLY

- Complete **Application for Employment** form. Download from [www.charlton.nsw.edu.au/employment](http://www.charlton.nsw.edu.au/employment)
  - Generate **Cover Letter** which;
    - Addresses the Selection Criteria
    - Provides examples of actual work/participation in the relevant activity
  - Submit **Resume** including;
    - Education Qualifications (major and subjects studied) & Institution
    - Relevant work history
    - Employers names, addresses, positions held, time in each position, major duties, responsibilities
  - **NSW Teachers' Registration Number** (if applicable)
- 
- Applications close **8:00am Monday 5 June 2023**
  - Submit application via email to **Estelle Swartz Executive Assistant** at [employment@charlton.nsw.edu.au](mailto:employment@charlton.nsw.edu.au)

## SELECTION CRITERIA

### ALL POSITIONS

- Be a committed Christian and an active member of a Christian Church, with a strong passion for Christian community.
- Be a team-player and work collegially and effectively with colleagues.
- Demonstrate high-level communication and interpersonal skills.
- Participate fully in supporting the Christian Ethos of the College, with a willingness to contribute to its academic, pastoral and co-curricular life.
- Have a strong commitment to own ongoing professional learning and improvement.
- Have a current Working with Children's Check.

## SELECTION PROCESS

### ACKNOWLEDGEMENT

You will receive an email acknowledging your application.

### SHORTLISTING & RECRUITMENT PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels' decisions within two weeks of the closing date. Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations. Short-listed applicants for teaching positions may be required to undertake a "guest teacher" lesson at the College and be observed in the classroom by the panel members.

### REFERENCE CHECKS

Reference checks are undertaken. A member of the selection panel will discuss your application with one or more of your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the discretion of the Chair of the selection panel.

### NOTIFICATION

All applicants will be notified of the outcome of the interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.



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