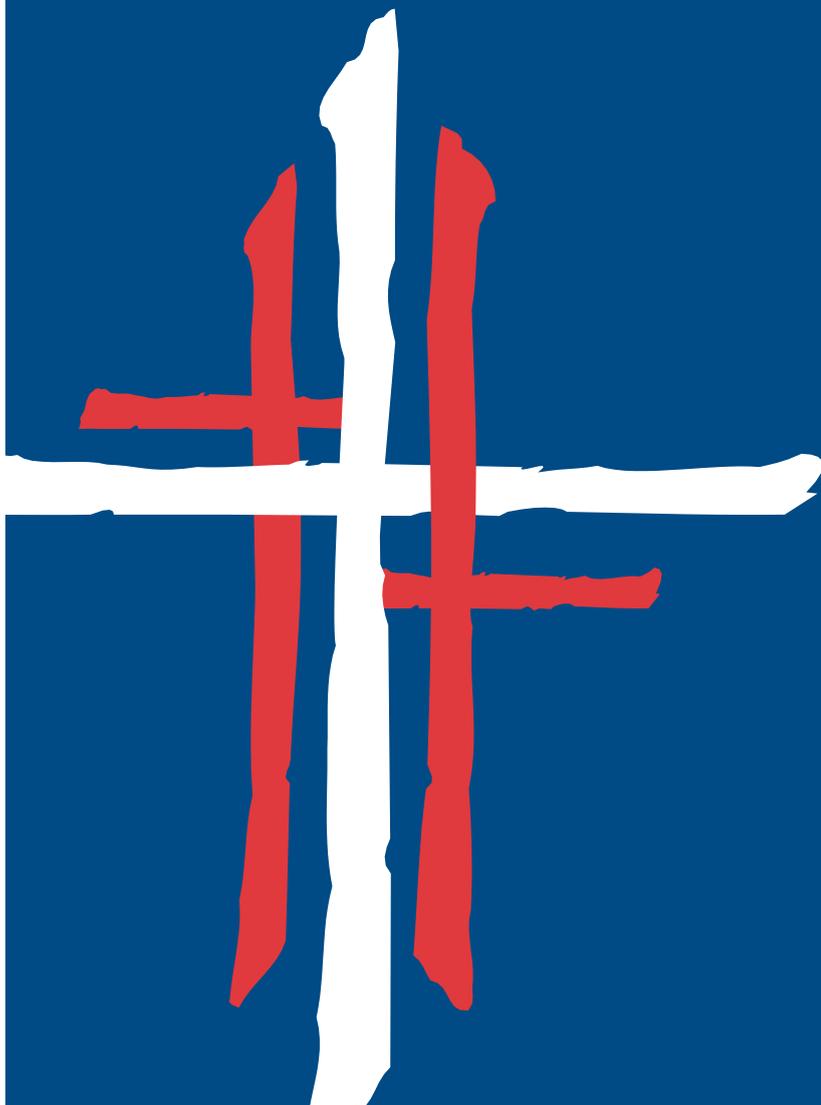




EMPLOYMENT PACK

Life Centre Manager (Librarian)
4 or 5 days per week – Term Time Only



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 720 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 support 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

CONDITIONS

GENERAL EMPLOYMENT CONDITIONS

- Wages and conditions of employment will be in accordance with the NSW Christian Schools Australia (CSA) Multi-site Enterprise Agreement. Payments are made directly to a bank/credit union account on a fortnightly basis.
- The College is a smoke free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.
- Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.
- The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.
- All new employees undergo an induction upon commencement of employment.

OTHER TERMS & CONDITIONS

Confidentiality - The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to always preserve this confidentiality whether or not employed by the College.

Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Business Manager any needs for personal professional development.

Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

Working Hours – Your working hours are according to the listed days and times. The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu of exchange for these periods is to be taken within six months of the activities.

Terms of Agreement - The terms of the NSW Christian Schools General Staff Multi-site Enterprise Agreement and College Staff Handbook and Code of Conduct apply to your employment.

The College retains the right to re-allocate or change your duties as the need arises. (Where appropriate duties can be delegated to volunteers, however, final responsibility for all the duties listed remains with the employee. Privacy Act issues are to be considered when delegating work to volunteers).

THE POSITION

THE ROLE

Life Centre Manager (Librarian)

Ongoing Position: 4 or 5 days per week term time only. Commencing January 2023.

REPORTING RELATIONSHIP

Responsible to the Deputy Principal and Heads of Sub-school.

SELECTION PROCESS

ACKNOWLEDGEMENT

You will receive an email acknowledging your application.

SHORT LISTING & RECRUITMENT PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panel's 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 interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

HOW TO APPLY

- Complete **Application for Employment** form. Download from 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

- Applications close 8am Monday 10 October 2022
- Submit application via email to [Estelle Swartz. \(estelle.swartz@charlton.nsw.edu.au\)](mailto:estelle.swartz@charlton.nsw.edu.au) Executive Assistant.

KEY RESPONSIBILITIES

- Lead and partner with staff in research skill development with students
- Supervise, as necessary, senior students on study break in the Life Centre
- Co-teach classes as required for research skill development and encourage teachers to use this option
- Provide a friendly learning environment in which students and teachers feel confident that their information needs will be addressed
- Ensure that the LIFE Centre is multi-functional and a focal point for student learning in the College
- Select resources to support information needs and curriculum requirements
- Promote best quality literature and authors reflecting a variety of cultures and themes
- Advocate the need for students to be information literate
- Use selection tools and review journals to keep informed about current literature for children and young adults
- Employ strategies to maximise access to print and electronic resources
- Facilitate access to community resources and information services
- Organise efficient procedures and systems for delivery of services and use of the Centre by teachers
- Develop and administer resource budgets and be accountable to College administration
- Coordinate the roles and daily tasks of the LIFE Centre staff and volunteers
- Coordinate displays, special events and activities to support student learning
- Market the LIFE Centre to the College community through the school webpage, newsletters, LMS system and by briefing staff at staff meetings
- Sustain a high level of professional knowledge and engage with appropriate professional bodies
- Demonstrate practices that reflect current directions and practices
- Develop and document Life Centre policies, set goals and objectives and evaluate according to changing school needs
- Contribute to the professional development of staff

KEY CRITERIA

- Degree or Graduate Diploma in library qualifications
- Highly effective verbal and written communication
- Demonstrated organisational skills including the ability to work to deadlines.
- Proven ability to work as a leader of a dynamic and efficient team
- Proven ability to work as a constructive member of a team with a professional, courteous and collaborative manner
- Proven ability to present to both small and large groups of various ages eg students, teachers or parents.
- Proficient ICT skills including an understanding of the use of library databases (SCIS, Oliver).
- Current Senior First Aid certificate.

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.

FIRST AID

- Attend to first aid requirements as needed
- Provide the appropriate first aid treatment



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www.charlton.nsw.edu.au