



Lake Joondalup Baptist College

**Information Package for Applicants
Non-Teaching**

College introduction

Lake Joondalup Baptist College is a flourishing Kindergarten to Year 12 Christian College which opened in 1990 and which has a reputation as a provider of educational excellence. The College has an open enrolment policy with a current enrolment of more than 1200 students, of whom 860 are secondary students and 360 are primary children. All staff appointed to the College are expected to be committed and practicing Christians.

The College has a positive and supportive environment, high standards of discipline and a strong pastoral care focus. The curriculum is progressive, with structures and practices that promote successful learning outcomes for students. The College has excellent information technology facilities which support the curriculum. The College is currently in the process of adding to its facilities with the building of a new \$6 million science block and is about to commence a new Primary Library building. Other recent building projects include a \$5 million state of the art Upper Primary Building and the Technology & Enterprise Centre, which incorporates an industrial standard food science room, computer laboratories and specialist facilities for teaching fabrics, woodwork and metals.

College aims

The College aims to provide a Christian education of excellence, encouraging a strong social conscience within a Christian framework, and developing the spiritual, intellectual, social, emotional and physical potential of our students.

College motto

Our motto: Seek Wisdom Act Justly Love Mercy

College oversight

The College is governed by the College Board of Directors, which is chaired by the Senior Pastor of the Lake Joondalup Baptist Church and consists of members appointed by the Lake Joondalup Baptist Church, The Baptist Union of Western Australia and the College Association. The College Board appoints the College Principal who is responsible for the leadership of the College.

College leadership

The leadership of the College is delegated by the Board to the Principal. The Secondary School is led by an Executive team consisting of the College Principal, Dean of Curriculum, Deputy Principal Students, Deputy Principal Staff and Business & Finance Manager. The Secondary Leadership Team provides Godly and principled leadership in the areas of policy formation, planning management and oversight of the Secondary School. The Secondary Leadership Team consists of Heads of Learning Area, Heads of Department, the Secondary Chaplain, Heads of House, Deputy Principals, the Dean of Curriculum, the Business & Finance Manager and the College Principal. Curriculum leadership comes from the Secondary Curriculum Committee, headed up by the Dean of Curriculum and including all Heads of Learning Area and Heads of Department.

Leadership of The Lake Joondalup Baptist College Primary School is vested in the Primary Leadership Team, consisting of the College Principal, the Business & Finance Manager, the Dean of Curriculum, the Head of Enrolments and Promotions and three Heads of Primary. Day to day leadership and management of the Primary School is delegated to the three Heads of Primary. Operationally, this team consists of the Head of Primary K-4, the Head of Primary 5-7 and the Head of Primary Administration.

Conditions of employment for non-teaching staff

The College is a party to several awards that cover non-teaching staff. These awards are binding on the College. It provides minimum conditions in the major areas of employment, including salary rates, salary scales, leave etc. In addition, an Enterprise Bargaining Agreement between the College and College staff has resulted in an agreed set of working conditions being ratified by the Industrial Relations Commission. The resultant salaries and working conditions are competitive with similar roles in comparative schools.

Staff

Staff of the College are dedicated, committed, energetic and collegial. Morale and motivation levels are high. All staff are required to demonstrate a personal Christian faith and a strong work ethic, and to model high standards of professionalism, personal demeanour and appearance. Teaching and support staff work closely together to achieve the College aims through practical, spiritual and emotional support. All staff are supported by a strong College leadership group.

Staff development is a College priority and staff have access to quality internal and external professional development relevant to their position.

The College has high standards for both staff and students. Staff are expected to uphold these standards and be positive role models for students.

Employment application process

Applicants for employment at Lake Joondalup Baptist College should include the following in their applications:

- A brief covering letter responding to the Duty Statement
- College application form found on the College website www.ljbc.wa.edu.au under the Employment link
- Curriculum Vitae
- Contact details of two professional or trade referees
- Copy of academic transcripts and qualifications (certified copy) where applicable
- A recent Department of Education and Training Criminal History Clearance or an undertaking to apply for one immediately on appointment should the applicant be successful
- Working with Children Check or an undertaking to apply for one immediately on appointment should the applicant be successful
- A written reference from your Pastor/Minister attesting to your Christian commitment and regular Church attendance.

Shortlisted candidates will be contacted and invited to attend an interview. Applicants may then proceed to an interview with the College Principal and/or the Chairman of the Board of Directors. The College reserves the right to appoint by invitation.

Lodgment details

Postal applications should be addressed to:

The Business & Finance Manager
PO Box 95
Joondalup WA 6919

Hand delivered applications should be delivered to the College Reception and be marked:

Private and Confidential
Attention: Business & Finance Manager
Lake Joondalup Baptist College
Kennedy Drive
Joondalup WA 6027

Email Applications:

Applications should be emailed to hr@ljbc.wa.edu.au

Further information

If you have any questions regarding a non-teaching position at the College please contact Stuart Holliday, Business & Finance Manager, on 9300 7444 or by email at hr@ljbc.wa.edu.au.