



# Teaching Primary at *our school!*

opportunity | community | connection | quality | innovate

*The Lake Joondalup Baptist College Inc - a ministry of the Lake Joondalup Baptist Church*

## An information package for applicants

**Grow with confidence**



[ljbc.wa.edu.au](http://ljbc.wa.edu.au)

Welcome to Lake Joondalup Baptist College. As you peruse our website and our staff prospectus I am certain you will discern a Christian College that promotes excellence, that values every individual who is part of our community, and offers a place to **grow with confidence**.

Our students inspire in us enthusiasm towards a quality education filled with opportunity. Our staff are collegial and dedicated to their profession. Our pastoral care programs are nurturing and responsible.

If you think **LJBC** could be a place where you too can belong to make your contribution, we invite you to consider current employment opportunities.

Dawn Clements  
College Principal PK-12

Lake Joondalup Baptist College is a flourishing Pre 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, and demand for enrolment places is very strong. Current enrolment is around 1500 students, with approximately 550 in the Primary School. The Primary School provides for the educational needs of children from Pre Kindergarten to Year 6. The Junior Primary School provides for the particular academic, social and emotional needs of children in Pre Kindergarten, Kindergarten, Pre Primary, Years 1, and 2. The Upper Primary School provides for the educational and developmental needs of students in Years 3, 4, 5 and 6.

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

***Our motto is to Seek Wisdom Act Justly Love Mercy (Micah 6:8)***

Students at the College are not required to have any religious affiliation with the Baptist or any other church; however, all students must respect and fully participate in the Christian program of the College. Many opportunities exist for students to be involved in community projects both at the College and through international partnerships.

The health of our organisation is a priority for us and because we value our staff, Lake Joondalup Baptist College provides an Employee Assistance Plan for all employees and their immediate family members. The plan provides access at times of personal need, to highly professional and confidential counselling services by calling Optum direct, via a toll free number provided to all employees. The College has chosen to be associated with Optum because we care for the health and well being of our most valued investment, our staff.





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.

College buildings and facilities are of a high standard, with recent Primary projects including a purpose built Upper Primary Building, Primary Library specialised playgrounds, and the most recent a designated Year 4.

Primary classrooms are bright and spacious with ample storage facilities. All classrooms are air conditioned and well equipped. Facilities such as specialist rooms for Music and Visual Arts, and the Primary Library, greatly enhance the delivery of the Primary School curriculum. Other facilities within the College include an Auditorium, an Amphitheatre, Performing Arts rooms, a Canteen, a Hall, a playing field and oval, basketball and tennis courts, Uniform Shop and a Sports Centre. There are designated play areas for the various year groups and appropriate play equipment for these age groups. Use is made of the excellent sporting facilities at the HBF Arena, Joondalup.

The College has excellent information and communication technology infrastructure which supports the curriculum. Teachers who have access to internet broadband at home are able to access the College drives and complete tasks such as reporting from home. Data projectors and computers are available in all Primary classrooms. College licensing agreements give the College access to the latest software. The College provides access to virtual learning portals through our eCollege.

The College has high standards of student discipline, behaviour and uniform. All teaching staff are expected to uphold these standards and are supported by strong College leadership and a comprehensive Student Management Policy.

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.

The leadership of the College is delegated by the Board to the College Principal. Leadership of LJBC's Primary School is invested in the Primary Leadership team of the Dean of Primary PK-2, and Dean of Primary 3-6. The day to day management of the Primary School is run by the Primary Leadership who oversee the Junior Primary (PK-2) and the Upper Primary (Y3-6). In an advisory role to the Primary Leadership Team, the College Principal PK-12, Executive Business Manager, Executive Finance Manager, Executive Manager Infrastructure & Operations, Dean of Studies (Deputy Principal) and Dean of Students are available to directly support leadership and management issues. The Deans of Primary are members of the College Management Team (CMT). The CMT has a PK-12 focus with Godly and principled leadership for ongoing whole school improvement.

The College recognises and respects the individuality of each child. Each teacher is charged with a pastoral role. Teachers work with students in developing the values of respect for others, commitment, self-discipline, self-motivation, and social and civic responsibility. The pastoral care system is based on Christian beliefs and values and involves all staff and students at every level of the College community. In the Primary school, the teacher monitors the wellbeing of students in his/her class, while in the Secondary School, Heads of House have oversight of the discipline and well-being of students. Connection through relationships supports our vision to grow with confidence!

Lake Joondalup Baptist College is associated with AHISA (Association of Heads of Independent Schools of Australia) through membership of the Principal. The College is also associated by Relationship Agreement with the Baptist Schools of Western Australia.





## Innovate

### Teaching and Learning

The Lake Joondalup Baptist College curriculum is based on the Australian Curriculum. The College's curriculum is progressive and LJBC has been involved in trials of the Australian Curriculum. Teaching and learning programs in the Primary School are enhanced by incursions excursions and camps. Teachers from the College's Learning Enhancement Centre offer enriching activities for talented and gifted students and specialist literacy and numeracy support teachers provide for children with learning difficulties. During the average school week, up to six after school clubs and activities are available to Primary students. These will vary from year to year, but will generally include creative writing, cycling, sporting activities, cooking and craft, as well as student Christian groups.

College life is enriched by special events such as College Drama Productions, Music performances and concerts, and inter house events. The College Calendar includes incursions and excursions for each class.

Digitalised delivery of the curriculum is being trialled through our eCollege and other innovative programs.

Our staff are encouraged to be innovative, creative and supportive when contributing to the life of the College.

## Opportunity



### Conditions of employment for teaching staff

The Educational Services (Teachers) Award 2010 is the applicable Award, supplemented by the National Employment Standards and the College's Enterprise Bargaining Agreement. Salaries and working conditions are competitive with comparative schools. The College currently pays approximately 2% above the Department of Education salary rates.

All teaching staff members who are employed on a FTE of 0.4 or greater are provided with a fully maintained laptop.

All Teaching staff contribute to co-curricular duties each academic year.

## Staff

The Staff of the College are dedicated, committed, energetic and collegial. All staff are required to support the Christian faith and a strong work ethic, and model high standards of professionalism, personal demeanour and appearance. Teaching and support staff work closely together to achieve the College aims.

Staff development is a College priority and staff have access to quality internal and external professional development. Quality teacher training for eLearning and teaching is available through College programs.

The industry of our dedicated staff works towards College improvements. All staff are aware that any personal business that competes with College hours of work or has financial conflict with the College is generally not accepted as a condition of employment. For certain professional circumstances however, staff may apply to the Principal to negate this condition of employment.

## Employment application process

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

1. College application form, found on the College website [www.ljbc.wa.edu.au](http://www.ljbc.wa.edu.au) under the Employment link
2. Covering letter
3. Curriculum Vitae
4. Response to the Duty Statement
5. Contact details of two professional referees
6. Certified copy of qualifications and academic transcripts
7. Proof of current registration with the Teacher Registration Board of Western Australia
8. Working with Children Check, or proof of application on commencement of employment
9. A National Police History Check through the Department of Education & Training (less than six months old) or an undertaking to apply for one on appointment
10. A written reference from your Pastor/Minister is desirable

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.

## Lodgement details

Please submit your application by email and in PDF format to:  
[HR@ljbc.wa.edu.au](mailto:HR@ljbc.wa.edu.au)

## Further information

If you have any questions regarding a position at the College, or the College in general, please contact the College Principal, on 9300 7444 or by email at [hr@ljbc.wa.edu.au](mailto:hr@ljbc.wa.edu.au)

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## Further information

If you have any questions, please contact the College on 9300 7444 or by email at [HR@ljbc.wa.edu.au](mailto:HR@ljbc.wa.edu.au)

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