



Teaching Secondary 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

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. Demand for enrolment places is very strong. Current enrolment is approximately 1500 students. The Secondary School educates students from Year 7 to Year 12.

All staff appointed to the College are expected to support and respect Christian beliefs and values.

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. Excellent information technology supports the curriculum. Purpose built facilities include a \$6 million state of the art Science block, a \$5 million Upper Primary Building, a vibrant Primary Library, a Year 4 building and a Technology & Enterprise Centre, which incorporates an industrial standard food science room, computer laboratories and specialist facilities for teaching fabrics, woodwork and metals. Other impressive facilities include an Auditorium, a Secondary Library, Dance/Drama studios, a Canteen, a Hall, outdoor playing fields and ovals and a Sports Centre.

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. The College has an open enrolment policy and 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.

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

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 excellent information and communication technology infrastructure which supports the curriculum. College licensing agreements give the College access to the latest software.

The Lake Joondalup Baptist College curriculum is based on the Australian Curriculum P-10 and the Courses of Study in Years 11 and 12. In the Secondary School, all students study each of the eight learning areas in Years 7 and 8. Some learning areas offer streamed classes for extension and support. In Years 9 and 10, electives are offered for study together with compulsory English, Mathematics, Science, History, Physical Education and Christian Education. Some Learning Areas offer academically grouped classes. In Years 11 and 12, students can select from a wide range of Courses of Study leading to the Western Australian Certificate of Education. The College provides a Secondary curriculum which is rigorous, challenging and enjoyable, has high academic standards, aims to stimulate and motivate all students and is competitive in preparing students for entry to employment, further education (TAFE/Polytechnic) and University. Students regularly gain outstanding results in state and national competitions and win School Curriculum and Standards Authority Awards. Classrooms have access to, or have installed mounted data projectors, and teachers can access our online eCollege virtual learning portal and other digital resources. Teachers who have access to internet broadband at home are able to access the College drives and complete tasks, such as reporting, from home.

The College has a positive and supportive environment, high standards of discipline and a strong pastoral care focus.

Students are invited to review the Assessment Policy located on the College website. This policy describes reporting, monitoring and assessment expectations and information. Staff should familiarise themselves with this policy. Any 'at risk' students are identified by staff to both the Head of Learning and the Dean of Studies, who will implement processes to support student progress. The Dean of Studies will advise parents/guardians and ensure correspondence is placed on student files. The College has a comprehensive pastoral care and curriculum monitoring system for individual students through the Teacher's Assistant software package which staff should use when recording positive and negative issues on students. All academic reports are provided to all students, parents/guardians per semester and this identifies progress in units achieved. The end of year report presents the year's achievement.

Lake Joondalup Baptist College does enrol a few overseas students from time to time and procedures as described above, are utilised for overseas students as they are for Australian students.

The College has high standards of 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. The College PK-12 is led by the College Management Team, consisting of the College Principal PK-12, Executive Business Manager, Executive Finance Manager, Executive Manager Infrastructure & Operations, Dean of Studies (College Deputy Principal), Dean of Students, Dean of Administration and Deans of Primary. The CMT together with the Secondary Leadership Team provide Godly and principled leadership in the areas of policy formation, planning management and oversight of the Secondary School. The Secondary Leadership Team works with the CMT and consists of the Secondary Curriculum Manager, Secondary Learning Technologies Manager, Heads of Learning Area, Heads of Department, Secondary Manager Staff Development, the Secondary Chaplains, Heads of House and Secondary Mentors. Curriculum leadership comes from the Secondary Curriculum Committee, comprised of the Dean of Studies, Dean of Administration, Secondary Curriculum Manager, Heads of Learning, Heads of Department and the Curriculum Support Staff.

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.

The College operates a House structure supported by the Heads of House. The Heads of House, guided by the Dean of Students, facilitate cooperation and communication between the family and the College. The Heads of House aim to ensure that every student is valued and cared for, and work closely with teachers, students and their families to achieve this. House spirit is strong, with friendly rivalry and competition between houses.

In the Secondary School, each teacher leads a Connect Group of approximately 22 students from the same year level, meeting daily. Teachers are assisted and supported by the Heads of House who, together with the Connect Group teacher, closely monitor student welfare. 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

The College Teaching and Learning program is partnered by an outstanding co-curricular program which includes sporting teams, subject clubs, music bands, ensembles and vocal groups. Students also have the opportunity to participate in interstate and overseas tours which are either curriculum, cultural or community service based. Past destinations have included New Zealand, Indonesia, China, Cambodia, Sydney and Canberra, Thailand and London and Wales.

Staff have opportunity to be innovative and have inspired numerous and varied clubs and activities for students. New positions making contributions to pastoral care and eLearning in curriculum have been recent features to leadership and the organisation.

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 computer.

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 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

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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

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