



Working at *our school!*

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

Information package for Applicants

*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.*

Penny Houghton
Acting College Principal PK-2



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College introduction

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, with a current enrolment of around 1500 students, of whom approximately 950 are Secondary students and 550 are Primary children. 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. The College has excellent facilities which support the curriculum, including a state-of-the-art Technology & Enterprise Centre, purpose built Science block, and an Upper Primary building with a vibrant Primary Library. Other facilities include an Auditorium, a Secondary Library, a Canteen, a Hall, a Sports Centre and outdoor playing fields and ovals.

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 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, Dean of Primary PK-2 and Dean of Primary 3-6. The CMT, together with the College Leadership Team, provides Godly and principled leadership in the areas of policy formation, planning management and oversight of the College. The College Leadership Team works with the CMT and consists of the Secondary Curriculum Manager, Secondary Manager Staff Development, Secondary Learning Technologies Manager, Heads of Learning Area, Heads of Department, Heads of Primary, Secondary Chaplains, Heads of House, Secondary Mentors, Registrar and the Promotions & Publications Manager.

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Conditions of employment for non-teaching staff

The Educational Services (Schools) General Staff Award 2010 is the Federal Award for non-teaching staff at the College. It provides 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. The resultant salaries and working conditions are competitive with similar roles in comparative schools.

Staff

The staff of Lake Joondalup Baptist College are dedicated, committed, energetic and collegial. All staff are required to support 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 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.

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 PPC Worldwide International direct, via a toll free number which is provided to all employees. The College has chosen to be associated with PPC Worldwide because we care for the health and wellbeing of our most valued investment, our staff.

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.

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.



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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 (relevant to position)
7. Working with Children Check, or proof of application on commencement of employment
8. 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
9. 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

Lodgment 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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Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 01529C