



# Carinya

CHRISTIAN SCHOOL  
*From Christ and For Him*

## EMPLOYMENT APPLICATION PACKAGE

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HEAD OF MIDDLE SCHOOL

46 Elgin Street, GUNNEDAH NSW 2380

Ph: (02) 6742 2766 | [gunnedah@carinya.nsw.edu.au](mailto:gunnedah@carinya.nsw.edu.au) | [www.carinya.nsw.edu.au](http://www.carinya.nsw.edu.au)



# welcome

**Carinya Christian School Gunnedah** was established as an official Carinya campus in August 1999 by the Tamworth Christian Education Association. Carinya is one of the only schools in Tamworth and Gunnedah NSW where pre-school, primary school and high school aged girls and boys can attend the same campus. This structure creates a unique opportunity for staff, parents, carers and students to “take the journey together, from start to finish”; from their first day of school to their graduation.

At Carinya, Jesus Christ is central to the core vision of the school and the values and educational perspectives which define it. The motto “*From Christ and For Him*” summarises the Christ-centred education that Carinya seeks to provide for every student. Every ability, every talent and every opportunity we enjoy as individuals comes “from Christ” and so everything we do in our learning and our life must be “for Him”.

Students are taught that everything they learn is the work of the Lord Jesus, as the Creator of the universe: from the smallest particle of matter, to the immensity of the universe: from the first spark of life in the womb to the vast and complex history of the human race.

Students are taught that every skill, every ability and every gift they have, has come “from Christ” and is to be used “for Him”. Therefore, staff treat each student as an individual, made in the image of God, to be loved, valued and respected as a learner. That means the learning and achievement of each student matters equally. The achievement of some students is not singled out for reward or recognition, as if their success matters more than the learning and success of others.

Instead of seeking recognition and extrinsic rewards, students are taught to apply themselves with commitment and energy to everything they do: to “*seek the reward in the task.*” In pursuing these goals, students are nurtured to be positive and confident in their learning, to be thankful for the abilities God has given them and to willingly share those abilities with others.

**David Jones**  
CEO, Carinya Christian School



# OUR STAFF

We employ

## COMMITTED CHRISTIANS WHO HAVE A PERSONAL CONVICTION

FOR POINTING CHILDREN TO JESUS CHRIST THROUGH THEIR TEACHING AND WORK

### OUR APPROACH

The essential elements of the educational process; the home, the learner, the curriculum and the teacher are interpreted in a framework based on an understanding of the person and authority of Jesus Christ.

Our Christ-centred approach to teachers encompasses 3 key values:

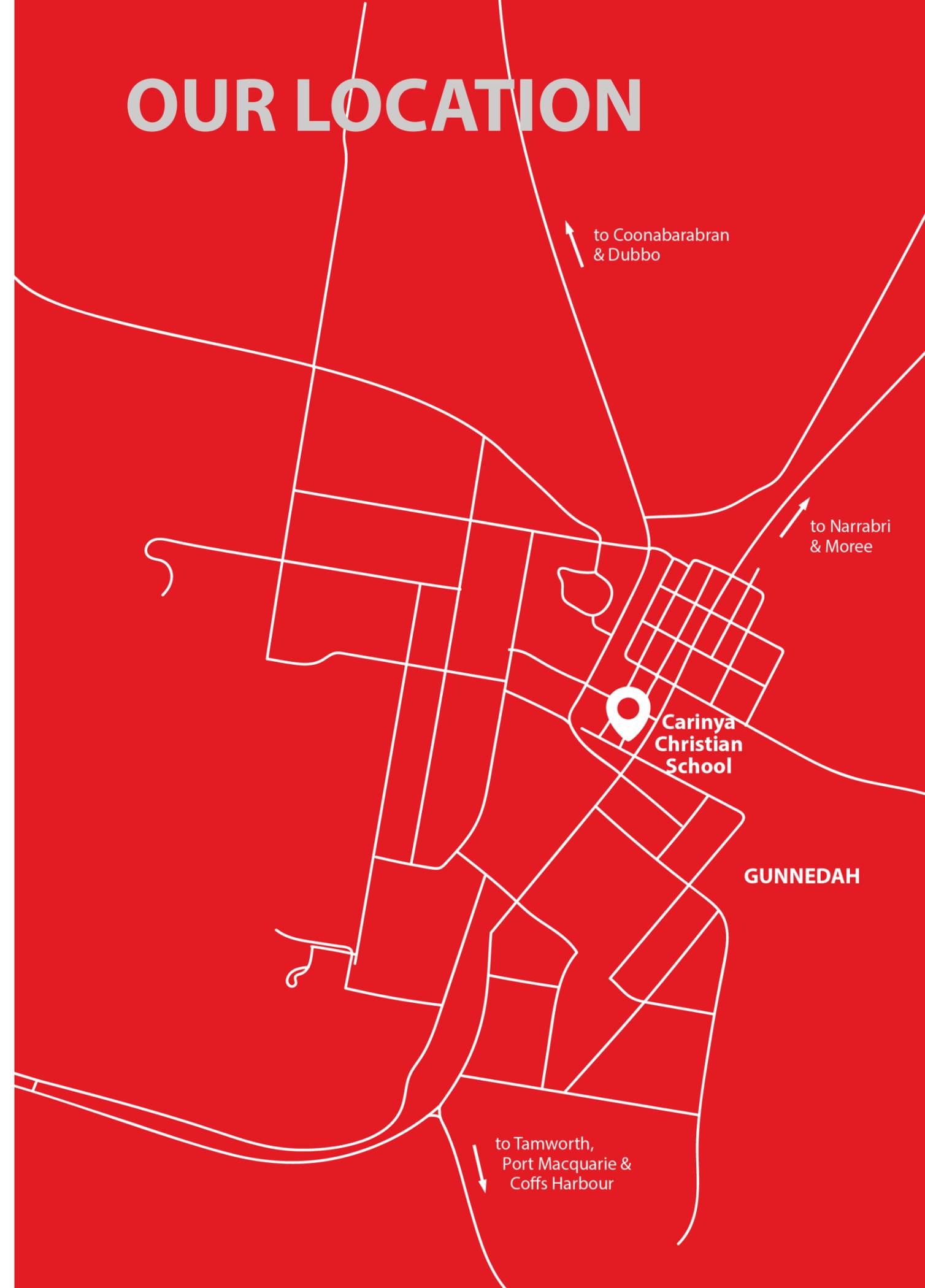
1. *Teachers must not only treat children as individuals because they are made by Jesus in His image, but must believe that to be true about the child and about themselves.*
2. *Teachers must not only teach children that everything they learn about in the curriculum has come from the mind and hand of Jesus, but they must also believe that to be true.*
3. *Teachers must not only respond to a child's learning in a way that points them to Jesus as the source of all their opportunities and abilities, but must also believe that to be true.*

### OUR BENEFITS

Teachers at Carinya are employed under the Independent Schools NSW Standards Model Carinya Christian School Agreement. This agreement provides entitlements which are above the industry average and enables career progression based upon professional development rather than years of service.

Professional development is a priority for the school and two non-teaching weeks are set aside each year during student vacation for all staff to collectively participate in Curriculum and Professional Development. Carinya Term Dates do not match NSW Public Schools and can be viewed via the school website.

# OUR LOCATION



# GUNNEDAH

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**LOCATION** - Gunnedah is a sizeable country town of some 10 000 people, situated on a sloping ridge above the Namoi and Mooki Rivers in the wheat belt of northern NSW. Warm, friendly and spanned by beautiful country aspects, the Koala Capital of the World offers much more than just our famous furry friends. Surrounded by the expansive Liverpool Plains and framed by the Nandewar Ranges, the Gunnedah Shire region embodies a warm welcome that is only found in rural Australia. Located on the Kamilaroi and Oxley Highways, it is directly linked to the state capital, Sydney, and the nearest regional centre, Tamworth.

**CLIMATE** - Gunnedah has a humid subtropical climate with temperatures sometimes rising above 40°C in summer and dropping below 0 °C in winter. This is partly due to the town's location on the boundary region between the cool Northern Tablelands of the Great Dividing Range and the hot, dry Western Plains of New South Wales, having climate characteristics of both regions.

**TRAVEL** - Gunnedah is 5hrs drive inland from Sydney and 7.5hrs from Brisbane. The Country Link Explorer train services Gunnedah to and from Sydney daily. Take a quick 45min drive up the road to Tamworth and access regular passenger flights which operate several times daily to Sydney and Brisbane at Tamworth Regional Airport.

**LIFESTYLE** - A commodity hub, Gunnedah offers a unique rural lifestyle for all ages. Country charm is complemented by a lively cultural and social scene. Gunnedah offers excellent lifestyle amenities, including the Memorial Pool, an abundance of sporting facilities, Skate Park, 18-hole Golf Course, the Cultural Precinct and an easy 30 minute drive to Lake Keepit for those who love water.

Gunnedah is a great spot to base yourself to explore the region, with day trips to local National Parks, including Mount Kaputar, Warrumbungles and Coolah Tops a must. Gunnedah has many other attractions including the Heritage Sculptures at Pensioners Hill and several important memorials and museums.

Gunnedah is a hub for one of NSW's richest agricultural and as such, has established a shopping and service centre to cater for the local and broader community as well as visitors - with a complimentary blend of big name stores and locally owned businesses.

At the core of the rural communities, scattered across the Shire, are the villages, with their residents enjoying a quieter pace and the essentials are acquired from the corner store.



# HEAD OF MIDDLE SCHOOL

## POSITION DESCRIPTION

- **Permanent Full-Time**
- **Commencing Term 1, 2022**
- **Base Full-Time Salary Range as of February 2021 - Band 1 \$80,121; Band 2 \$99,412; Band 3 \$113,515 - Plus Coordinator 3 Allowance**

### THE ROLE

**The Head of Middle School is responsible to the Principal for the leadership and management of the Middle School (Years 5-8) in the academic, co-curricular, pastoral and administrative areas.**

The Head of Middle School will be an educational leader who is committed to Christ-centred education, with an enthusiastic desire to lead and develop a 'faithful' learning culture in the Middle School. The Head of Middle School will seek to inspire and motivate staff to be leaders of learning while encouraging innovation and collaboration in professional practice. The Head of Middle School will support and enhance the development of the school in all areas of school life and work closely with the Principal and other members of the School Executive.

The AITSL Professional Standards for School Leaders identify five professional practices. These practices are as follows:

1. Leading Teaching and Learning
2. Developing Self and Others
3. Leading Improvement, Innovation and Change
4. Leading the Management of the School
5. Engaging and Working with the Community

### THE APPLICANT

Applicants will need to work well as a team, demonstrate excellent oral and written communication skills and have the ability to bring a flexible approach to the workplace. The ability to manage student behaviour and work through a problem to its resolution with students, parents and staff is essential for this position.

To align with the school's Christian beliefs, applicants must be committed Christians of reformed evangelical persuasion. It is a requirement that all applicants hold a current Working With Children Check.

## CORE RESPONSIBILITIES

The successful applicant will be required to fulfill the following responsibilities, related specifically to Years 5-8, unless stated otherwise:

- Assist the Principal in the daily management of the school as required
- Curriculum development and delivery, including oversight of teaching programs
- Oversight of pastoral care
- Oversight of school uniform
- Oversight of student wellbeing, discipline and academic progress
- Liaison with parents regarding student welfare
- Organising and running assemblies
- Overseeing and supporting student reporting
- Parent teacher interviews
- Staff development and welfare
- Organising parent nights
- Testing, exams and assessment schedules
- Excursions
- Annual budget/authorise purchases (consistent with budget)
- Recommend and oversee PD of staff
- Leading staff devotions as required
- Represent the Middle School in all appropriate community and professional forums
- Any other duties as may be required by the Principal from time to time

### RELOCATION EXPENSES

To support applicants from outside of the New England region, the school is able to offer assistance with relocation expenses for full-time positions. Relocation costs include removalist and transport costs up to an agreed value. Costs which can be reimbursed are those exempt from Fringe Benefits Tax as per the ATO guidelines.



# CRITERIA

It is the employment policy of the Board of the Tamworth Christian Education Association that all employees meet the following criteria.

## All Teaching and Non Teaching Staff:

- be committed Christian people who are actively involved in a local Christian church;
- be prepared to see their work as contributing to the cause of Christ in the school;
- be willing to uphold, safeguard and promote the ethos of the school in the local community;
- model a lifestyle that reflects Christian practice and beliefs in their everyday work and life;
- subscribe wholeheartedly to the understanding of the biblical doctrines of grace expounded in the first 20 Chapters of the Westminster Confession of Faith.

## All Teaching Staff:

- be accredited with NESAs to teach in NSW schools;
- be committed to strive for the highest standards of professional competence and be prepared to pursue personal professional growth;
- must embrace the following practices as fundamental to the educational process in the teaching of children at Carinya;
  - children are to be taught and valued as individuals, made in the image of God, on purpose and for a purpose;
  - the talents and abilities of each child are regarded as gracious gifts from the Lord Jesus and are to be valued equally in the classroom and in the school community;
  - children are to be intrinsically motivated, taught to find reward in using the abilities they have been given by the Lord: in the process and as an outcome of their learning, they are encouraged to “seek the reward in the task” and not in extrinsic prizes, reward or public recognition: “coming first” and “beating” classmates are not worthy reasons for children to learn;
  - children are expected to develop and use their abilities and do their best in whatever they do: they are encouraged to be “faithful”;
  - students are taught in classrooms characterised by community and co-operation not rivalry and competition.

In the pursuit of a safe learning environment, Carinya Christian School is a smoke and alcohol-free environment.

## HOW TO APPLY

To apply for this role, please fill in our **Staff Application Form**, which must form part of your application, located on the Carinya website. Send the form, together with your Cover Letter, Resume, and any other relevant supporting documentation to:

[gunnedah@carinya.nsw.edu.au](mailto:gunnedah@carinya.nsw.edu.au)

All applicants must read Chapters 1 - 20 of the Westminster Confession of Faith, which is located on our website, and respond as required within their application.

[www.carinya.nsw.edu.au/employment-opportunities](http://www.carinya.nsw.edu.au/employment-opportunities)



# Carinya Christian School

## Information Collection Notice

### Job Applicants

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**1.** Carinya Christian School collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the school to consider your application for employment with Carinya Christian School.

**2.** Some of the information the Carinya Christian School collects is to satisfy the school's legal obligations, particularly to enable Carinya Christian School to discharge its duty of care to enrolled students.

**3.** Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

**4.** In order to consider your application for employment and to facilitate and manage your employment relationship with Carinya Christian School, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

**5.** The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.

**6.** If you are not offered a position or if you decline an offer of a position at the Carinya Christian School the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, the school will take reasonable steps to destroy or de-identify the information as appropriate.

**7.** Carinya Christian School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments;
- people providing administrative and financial services to Carinya Christian School ;
- anyone you authorise Carinya Christian School to disclose information to; and
- anyone to whom Carinya Christian School is required or authorised to disclose the information to by law, including under child protection laws.

**8.** Failure to provide the information to Carinya Christian School will affect the school's ability to evaluate your application and may result in the recruitment process not proceeding.

**9.** Carinya Christian School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

**11.** Carinya Christian School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.

**12.** Carinya Christian School's Privacy Policy is accessible via the school website or from the school's office. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which Carinya Christian School's has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the school's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

**13.** Carinya Christian School's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.

**14.** If you provide Carinya Christian School with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to Carinya Christian School and why, that they can request access to and correction of that information if they wish and to also refer them to the Carinya Christian School's Privacy Policy for further detail about such requests and how the school otherwise handles personal information it collects and complaints it receives.

**For in him all things were created:  
things in heaven and on earth,  
visible and invisible, whether  
thrones or powers or rulers or  
authorities; all things have been  
created through him and for him.**

Colossians 1:16