



# HEIGHTS COLLEGE

## PERSONAL PROFILE FOR TEACHING APPLICANTS

Position Applied For: \_\_\_\_\_

### PERSONAL DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

### PROFESSIONAL BACKGROUND

Please list below all degrees, diplomas and certificates you have achieved, the year awarded and the institution they were awarded from (attach certified copies of each).

Qualification	Year	Institution

List below all schools in which you have taught.

Dates	School	Position/Year Level/Subject

List any professional associations to which you belong:

Provide details about any current studies you are pursuing:

List below Year levels you are qualified to teach in Primary and/or subjects and Year levels you are qualified to teach in Secondary:

List any positions of responsibility you have held, detailing the length of time and place:

List any areas of curriculum or curriculum development in which you have a special interest, experience or training:

Provide details of co-curricular activities in which you have been involved:

Indicate which co-curricular activities you would be prepared to assist in:

Briefly outline your philosophy of teaching in a Christian school.

Please state your motivations in applying for this position.

Detail any further comments you wish to make in support of this application.

**CHURCH AFFILIATION**

Please give your views on what it means to be a Christian:

Which church do you attend?

How frequently do you attend church?

Give details of any church activities in which you have been involved:

## **REFEREES**

Please provide names, addresses and telephone numbers of three (3) people (one should be your pastor/minister) who would be able to attest to your character and your ability as a teacher.

Name:

Occupation:

Address:

Telephone: Work

Home

Name:

Occupation:

Address:

Telephone: Work

Home

Name:

Occupation:

Address:

Telephone: Work

Home

My Queensland Teachers Registration No. is \_\_\_\_\_ expiring \_\_\_\_\_

Please note that if your application is successful, you may be asked to provide one or more of the following documents as proof of entitlement to work in Australia.

- Australian Birth Certificate
- Passport
- Evidence of permanent residence status
- Australian Citizenship Certificate

To assist in establishing an accurate level of salary, please complete the following:

Number of years full time teaching:

Number of years part time teaching:

*I hereby confirm that the information supplied above is true, complete and correct. I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby give my permission for you to make such investigations as you deem necessary regarding the above information. I realize that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.*

Signature:

Date:



# HEIGHTS COLLEGE

## STAFF LIFESTYLE REQUIREMENTS

1. The Parties agree that each employee has an obligation to behave at all times with honesty and propriety - because such behaviour is morally and legally right, and because Heights College depends for its business success on its reputation for integrity and on the trust and confidence of everyone with whom they deal. Further, the employees agree to be guided by 'The Confession of Faith of the School' as contained in the Memorandum of Understanding.
2. The philosophy of Heights College is established on the belief that the Bible is the inspired and authoritative word of God. The College uses the Bible as the sole standard of faith, truth and practice. The Bible provides the framework for all truth, and is a foundation upon which the College's decision making is based. The College Aims, Vision, Purpose, Motto, Mission Statement and Core Values reflect the Biblical philosophy. This philosophy is also reflected in Heights' Colleges internal and public documents, including policies and procedures, which inform our understanding of the lifestyle values that staff at Heights College are required to respect and maintain (subject to the provisions of the *Anti-Discrimination Act 1991(Qld)*).
3. All staff at Heights College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with the Christian philosophy upon which the College is based and the corresponding ethics, principles and beliefs.
4. It is a requirement of employment that all staff at Heights College are practicing Christians. Staff are required to regularly and frequently attend a Protestant Christian church and to compulsorily support Staff Devotions, Staff Prayer and Staff Worship Services.
5. It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991(Qld)*) of Heights College that, consistent with the *Anti-Discrimination Act 1991(Qld)*, staff members must not act in a way they know, or ought reasonably to know, is contrary to the religious beliefs of Heights College. Staff should act in such a way that nothing in their deliberate conduct, whether during College hours or not, is incompatible with the philosophy of Heights College. In the expression of human sexuality for example, deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage, are upheld.
6. Where it is known that any staff member acts contrary to the requirements of the above philosophy, the Headmaster will call upon the staff member to account for their actions. Actions contrary to the Christian philosophy of the College would be regarded as having occurred if a staff member were to act in a way that brought disrepute upon the College or was incompatible with their faith responsibilities towards their professional colleagues, students or College families. The College will follow due process, including an attempt at restoration and may also initiate disciplinary measures including termination.

*I hereby affirm my understanding of and acceptance of the above requirements. I understand that continuing employment at Heights College implies my ongoing adherence to these principles and the Christian philosophy of the College.*

**Name of Staff Member:**

**Signature:**

**Date :**



# HEIGHTS COLLEGE

## STATEMENT OF FAITH

A worldview refers to a set of presuppositions or assumptions through which we see the world, whether consciously or unconsciously. This view affects one's beliefs, attitudes, values, feelings and subsequently one's actions. A Biblical Christian Worldview refers to the Worldview gained by a study of God's truth as revealed in His word, the Bible.

Therefore, The Confession of Faith of Heights College is based on the Biblical Christian Worldview that we hold as a united staff.

Preamble: The Holy Scriptures, known as the Bible, are the inspired Word of God and our All-sufficient rule for faith and practice.

(1) **The Eternal Godhead**: We believe in the Unity of the True and Living God Who is the Eternal, Self-existent One, Who has revealed Himself as One Being in three Persons – Father, Son and Holy Spirit, and Who is the Creator and Preserver of things visible and invisible.

(2) **The Lord Jesus Christ**: We believe in the Lord Jesus Christ, the second person of the Triune Godhead, Who was and is the eternal Son of God, that He became incarnate by the Holy Spirit and was born of the virgin Mary. We believe in His sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, glorious ascension, and abiding intercession.

(3) **The Holy Spirit**: We believe in the Holy Spirit, the Third Person of the Triune Godhead, Who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner, and sanctifying and guiding the believer into all truth.

(4) **The Holy Scriptures**: We believe in the verbal, plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All Scripture is given by inspiration of God, and is infallible, inerrantly revealing the will of God concerning us all in all things necessary to our salvation, and is absolutely supreme and sufficient in authority in all matters of faith and conduct. The Bible does not simply contain the Word of God, but is, in reality, the complete revelation and very Word of God, inspired by the Holy Spirit, so that whatever is not contained therein is not to be enjoined as an Article of Faith.

(5) **Creation**: We believe that in six literal days, the heavens and earth and all original life-forms, including man, were made by the specific immediate creative acts of God as described in the account of origins presented in Genesis, and that all biological changes which have occurred since creation are limited to variation within each kind.

(6) **The Devil**: We believe in the personality of the Devil, who by his influence brought about the downfall of man, and now seeks to destroy the faith of every believer in the Lord Jesus Christ.

(7) **The Fall of Man**: We believe that man was created by God by specific immediate act and in His image and likeness, morally upright and perfect, but fell by voluntary

transgression. Consequently, all men are separated from original righteousness, being depraved and without spiritual life.

(8) **The Atonement**: We believe that God's answer to man's sinful state is in the death of His Son, the Lord Jesus Christ upon the Cross, Whose sufferings and shed blood have made full atonement for the sins of the whole world, both original and actual, and that there is no other ground for salvation.

(9) **Salvation of Man**: We believe salvation is received through repentance toward God and faith in the Lord Jesus Christ. This experience is also known as the new birth and is an instantaneous and complete operation of the Holy Spirit whereupon, the believing sinner is regenerated, justified, and adopted into the family of God and becomes a new creation in Christ Jesus and heir of eternal life.

(10) **The Church**: The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfilment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the First-born which are written in heaven.

(11) **Water Baptism**: We believe that baptism by single immersion in the Name of the Father, and of the Son and of the Holy Spirit, is enjoined upon all who have repented and have believed in Christ as Saviour and Lord, and that it is symbolic of our identification with Christ in His Death, Burial and Resurrection.

(12) **The Lord's Supper**: We believe the Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol expressing our sharing the Divine nature of our Lord Jesus Christ; a memorial of His sufferings and death; and a prophecy of His Second Coming and is enjoined upon believers "until He comes".

(13) **Sanctification**: Sanctification is an act of separation from that which is evil, and of dedication unto God. We believe it is the glorious provision for every believer in Christ to be made pure in heart and wholly sanctified through the operation of the Holy Spirit by the blood of Jesus and the Word of God.

(14) **The Baptism in the Holy Spirit**: We believe that the baptism in the Holy Spirit is the bestowing of the believer with power to be an effective witness for Christ. This experience is distinct from and subsequent to the New Birth; is received by faith, and is accompanied by the manifestation of speaking in tongues as the Spirit gives utterance, as the initial evidence.

(15) **Gifts**: We believe in the present day operation of the nine supernatural gifts of the Holy Spirit as recorded in 1 Cor. 12. We also believe in the ministry Gifts of Christ as recorded in Eph. 4: 11-13.

(16) **Divine Healing**: In accordance with the teachings of the Scriptures, we trust our Heavenly Father to protect and heal our bodies from sickness and disease. We believe that Divine healing for the body, as with all redemptive blessings of God, has been provided for us by the atoning death and victorious resurrection of our Lord Jesus Christ; it is the privilege of all believers and it is appropriated by faith in our Heavenly Father's unfailing promises.

(17) **The Second Coming of Christ**: We believe in the pre-millennial, imminent and personal return of our Lord Jesus Christ to gather His people unto Himself. Having this

glorious hope and earnest expectation, we purify ourselves, even as He is pure, so that we may be ready to meet Him when He comes.

(18) **The Millennium**: We believe in the return of the Lord Jesus Christ to set up His millennial reign on this earth.

(19) **The Punishment of the Wicked**: We believe in the everlasting punishment of the wicked (in the sense of eternal torment) who wilfully reject and despise the love of God manifested in the great sacrifice of His only Son upon the Cross for their salvation. We believe the Devil and his angels and whosoever is not found written in the Book of Life shall be consigned to everlasting punishment in the lake that burns with fire and brimstone, which is the second death.

(20) **The New Heavens and the New Earth**: “We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness.”

(21) **Monogamy** – God’s original intention was that marriage was to be consummated between one man and one woman (Genesis 2:24, Matthew 19:5, Ephesians 5:31).

(22) **Commitment** – God’s intention is that marriage involves a voluntary and lifelong commitment between a man and a woman (Matthew 19:4-6; Mark 10:6-9, Malachi 2:14)

(23) **Fidelity** – God’s intention is that the only legitimate place for sexuality intimacy is within the commitment of marriage (Hebrews 13:4; 1 Corinthians 6:18-20).

(24) **Gender Identity** – a person’s gender is biologically determined and assigned by God (Genesis 1:27).

*I hereby affirm my belief in, and acceptance of, the Statement of Faith as stated above. In signing this Statement of Faith I desire to declare my personal faith in Jesus Christ as my Saviour.*

**Name of Staff Member:**

**Signature:**

**Date :**



## **Philosophy of Heights College**

The philosophy of Heights College is established on the belief that the Bible is the inspired and authoritative word of God. We use the Bible as our sole standard of faith, truth and practice. The Bible provides the framework for all truth, and is a foundation upon which our decision making is based. Our College Aims, Educational Vision, Motto, Mission Statement and Core Values reflect our Biblical philosophy.

Heights College is the formal educative arm of homes that seek Christian values for their children. It exists to assist young men and women to become Christians who will impact their world for Jesus Christ. Students are recognized as individuals who have been created in the image of God. They have infinite potential as children of God and their greatest need is to know Jesus Christ as their personal Lord and Saviour. As students pursue their destiny we encourage them to diligently use all the resources, talents and gifts that God has given them. Students are taught to acknowledge God as the source of these giftings.

Heights College embraces a close relationship between school and home, as both institutions work closely together to establish young men and women who have a strong Christian character based on sound biblical ethics and morals. Every student is encouraged to develop a Biblical view of what is real, what is true and what is of value in their lives.

Christian educators at Heights College have a very clear understanding of both their Christian worldview and how such a worldview affects their educational practice. Teaching staff recognize that they have a calling by God to minister to students and that they are leaders of their students' spiritual, academic, physical and emotional development. They are expected to pursue educational leadership characterized by professional competence and to exemplify Christian character and devotion to God.

The College's curriculum is designed from the perspective of God's truth and integrates all subject areas within the framework of a biblical Christian worldview. The curriculum focuses not only on what is taught, but how it is taught and why it is taught. Its central thread is an integration of faith and learning where all truth is valued as God's truth. Underlying the Christian curriculum at Heights College is the premise that God is the Creator of everything and that the truth in all fields stems from Him.

The College seeks to be an agent of transformation and personal growth by outlining clear Biblical values, attitudes and beliefs within an atmosphere conducive to students developing Christian character traits. Therefore students are taught about the redemptive and restorative process that comes from committing their lives to Christ.

Christian school culture is essential to Heights College as a means in which values, beliefs and ethics are nurtured within a P-12 community. The culture of the College is one in which we value a striving for excellence in all we do, in order to give the glory to God. Staff model Godly relationships which are based on the Biblical principle 'to know others as we are known by God.' These relationships are developed within a family atmosphere where boundaries are set and where students are nurtured and disciplined.



# **HEIGHTS COLLEGE** **POSITION DESCRIPTION**

## **Position Title**

**CLASSROOM TEACHER K - 12**

## **College Ethos and Values**

Heights College is committed to providing a quality Christ-centred education in which each individual is taught and nurtured to strive for excellence. At the College we value:

1. Respect for every person as unique and valuable
2. Response to Christ in order to glorify God in all we do.
3. Discovery of God's Truth, Will and Purpose according to the bible.
4. Commitment of professional excellence and personal integrity
5. Development of caring and nurturing relationships.

## **Accountability**

A classroom teacher is accountable through Middle and Senior Management (Head of Department, Head of Primary, Head of Secondary) to the College Headmaster.

## **Qualifications**

Each classroom teacher must be a registered teacher in Queensland and will be encouraged to be involved in professional associations outside the College. Teachers will be encouraged to further their study of educational issues whilst employed at Heights.

## **Personal Attributes**

A classroom teacher will:

- have a personal faith and commitment to Jesus Christ
- demonstrate an ability to translate faith into practice
- demonstrate an ability to maintain vision and strive for goals
- exercise leadership by acting with integrity, loyalty, honesty and accept authority
- act with tolerance and compassion
- demonstrate an ability to forgive and accept forgiveness
- demonstrate an acceptance of other people
- exhibit self-discipline
- demonstrate a willingness to learn
- exhibit a positive outlook on life

## **Skills**

A classroom teacher will be expected to:

- have an understanding of the philosophy of Christian Education and the ability to translate it into practice in the classroom, playground, office and staffroom.
- demonstrate an understanding of current educational trends.
- ability to plan and regularly evaluate an interesting, sequential, developmental and enjoyable teaching program.
- use a variety of teaching and discipline strategies to establish and maintain a positive and consistent classroom management approach.
- communicate effectively with adults and students
- work as a member of a team
- have the ability to organize and co-ordinate
- be competent in the use of a computer for general word-processing, spreadsheets, email and current computer technology in common use

## **Selection Criteria**

Your application for this position should specifically address each of the selection criteria listed below. Short listing and selection will be based upon responses to these criteria.

1. Enthusiastic and student-centred approach to classroom teaching.
  - Relates well to students and engenders within them an enthusiastic commitment to using their skills to their full potential.
2. An enthusiasm for academic excellence.
  - Demonstration of ability to achieve levels of excellence.
3. A firm commitment to an active Christian Faith.
4. Co-Curricular Involvement
  - A commitment to be involved in at least one co-curricular activity.

## **Duties and Responsibilities**

A Classroom Teacher will be expected to carry out the following duties in the functioning of their position.

### **Classroom management**

- Be responsible for the education and discipline of the students within each class.
- Know, plan, program and teach the College's curriculum at the appropriate standards for each year level.

### **Pastoral Care**

- Be responsible for the nurture and encouragement of students in allocated classes.

### **Pedagogy**

- Implement the College's Christian philosophy in the classroom and foster student's faith.
- Maintain a high standard of work in the classroom, including comprehensive evaluation and assessment of student work and frequent correction of submitted work.
- Maintain accurate, comprehensive and current assessment records to support the process of reporting to students and parents accurately on student achievement

### **Development – Professional and Other**

- Participate in an annual professional review process.
- Actively engage in ongoing Professional Development as provided by Heights College on an independent basis.

### **Co-Curricular Involvement**

- Actively contribute to the College's co-curricular program both in and out of College hours
- Attend In-service courses and out-of-hours College functions as required.

### **Other Responsibilities**

- Regularly attend staff devotions, morning prayer and staff meetings.
- Prepare for and effectively conduct parent-teacher interviews and meetings.
- Be diligent and punctual with playground and rostered duties and other College duties.
- Maintain confidentiality with respect to student, staff and College matters.
- Maintain accurate records of student attendance at College and classes.
- Be aware of and implement all College Policies as required.
- Perform other duties as required.



# **HEIGHTS COLLEGE**

## **APPLICATION PROCESS FOR TEACHING APPLICANTS**

Applicants wishing to apply for a teaching position at Heights College in Kindergarten to Year Twelve are required to complete the forms in full as outlined below and submit them with supporting documentation to:

***The Headmaster  
Heights College  
PO Box 5671  
Red Hill Rockhampton  
Queensland 4701.***

Forms to be completed are:

- Personal Profile for Teaching Applicants
- Signed Staff Lifestyle Requirements
- Signed Statement of Faith

Forms to be read include:

- Heights College Philosophy
- Classroom Teacher K – 12 Position Description

Supporting documentation must include:

- Certified Copies of Degrees, Diplomas and Certificates
- Certified copy of Queensland Teacher Registration
- Birth certificate or other required identification
- Current Curriculum Vitae

Supporting documentation may also include:

- Place and Date of Birth
- Nationality
- Marital Status and family details
- A recent photograph