

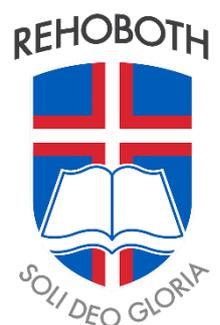


FLEET TEAM MEMBER

POSITION DESCRIPTION

REHOBOTH CHRISTIAN COLLEGE

IMAGE: WILSON PRIMARY 2019





OUR VISION

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

OUR MISSION

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

OUR PURPOSE

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.



POSITION DESCRIPTION – NON-TEACHING STAFF

Fleet Team Member

CONTENTS

1. Position Summary	4
2. Introduction.....	4
3. Strategic Goals of the College.....	5
4. General Expectations	6
5. Specific Duties	7
6. Personal Requirements.....	8
7. Interpersonal Relationships	9
8. Professional Development	9
9. General Terms and Conditions	9
10. Police Clearance and Working with Children Check.....	9
11. Health	10
12. Right to Work in Australia	10
13. Performance Evaluation.....	10
14. Appointment and Commencement	10
15. Applications and Closing Date.....	10
16. Acknowledgement.....	11



1. POSITION SUMMARY

Title: Fleet Team Member

Responsible to: Fleet and Facilities Manager

Campus: Kenwick

FTE: Part-Time

Description: A Bus Driver will safely operate College buses during scheduled runs, excursions and other activities as required.

2. INTRODUCTION

Rehoboth Christian College seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible from the College website.

Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more to comprise a holistic Christian worldview.



CREATION



FALL



REDEMPTION



RESTORATION

Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study



are an integral part of College life, and we aim to lead our students to a point where they personally desire to think with the mind of Christ.

Rehoboth has a justified reputation for developing and delivering a distinct Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that the person and office of the Principal (Secondary) be committed to providing Biblically-based leadership and management at the Secondary School in a manner consistent with the College's Christian values and ethos.

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College, with a singular vision and mission. Educational programs are mirrored at both our Wilson and Kenwick campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to the College's educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of "three schools, two campuses, one college". This model emphasises significant participation in the activities of the Senior Leadership Team, which is lead by the CEO.

3. STRATEGIC GOALS OF THE COLLEGE

As detailed in our **AXIOM23 Strategic Plan**, we plan to make four areas our priority over the period 2020-2023 (see sidebar). The College aims to employ teachers who are able to cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

AXIOM23 STRATEGIC PRIORITIES

These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023. Each is driven by Rehoboth's Christian ethos and shaped by our Christian heritage.

1. *Thinking Christianly: Biblical Literacy as Curriculum Foundation*
2. *Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice*
3. *Responding Christianly: Discovering Gifting and Calling*
4. *Living Christianly: Student Care, Development, and Preparation*

The College uses the SEQTA Learning Management System. The incumbent will be required to use this application in various ways. Greater use of technology – for example, the use of Google Classroom, flipped classroom lesson delivery, and use of cloud technologies – are now a growing feature of teaching and learning and the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should be shaping students of distinctly Christian character.

Our call to students, therefore, is to be distinct – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

It has always been our goal that students would graduate with a distinctly 'Rehoboth' character, one that considers the whole child's spiritual, emotional, social, and physical development without compromising on academic rigour. At the same time, we recognise that each student is unique and will excel in some areas of the Learner Profile over others; this is the nature of the gifts and talents God has bestowed on them. Our aim is to nurture the five areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

Here are the characteristics we seek to develop in our students:



4. GENERAL EXPECTATIONS

A Bus Driver should be active committed Christians, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church possess excellent communication and leadership qualities.

At Rehoboth, a Bus Driver should:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church;
- b) hold a MR-license and a PTD authorisation;



- c) hold a valid Working with Children Check (WWCC) and current Department of Education Police History Check;
- d) be actively involved in the general life of the College, where appropriate;
- e) have a good and safe driving record;
- f) evidence of health to be provided by pre-employment medical;
- g) support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE);
- h) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith;
- i) demonstrate in all dealings with students a support of College rules and procedures;
- j) be punctual for all rostered days of work;
- k) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, parent/teacher interviews, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar;
- l) carry out extra duties as required by the supervisor from time to time;
- m) adhere to the specific requirements of a department within the College, or of the College in general;
- n) dress to an exemplary standard suited to the profession.

5. SPECIFIC DUTIES

A Bus Driver will carry out the following duties related to driving and maintenance of the College's buses:

- a) drive the College's buses on an assigned daily timetable, morning and afternoon:
 - i. the bus is picked up at 6:30am and the morning run should be completed at 9:00am, and the afternoon bus run will start at 2:30 pm and should be completed by 5:00pm.
- b) operate the bus in a safe and effective manner so that:



- i. risk of injury, property damage, and loss of life is minimised. This includes notifying the Fleet Manager of any requirements or maintenance repairs in a timely fashion, ensuring that passengers are reminded to securely fasten seatbelts, ensuring that passengers are seated for the duration of the journey, and seeing to it that any other circumstances where passenger safety is a concern are addressed;
 - ii. all relevant legislation, policies and procedures are adhered to;
 - iii. the bus is cleaned and maintained according to any approved scheduled and as needed;
 - iv. the bus is refuelled according to any approved scheduled and as required;
 - v. the bus is safely and securely stored.
- c) adhere to assigned timetable and manage passengers on the College bus:
- i. pick up and deliver students as per set timetable;
 - ii. take attendance as students enter and disembark the bus;
 - iii. ensure that students are aware of the rules and responsibilities of passengers;
 - iv. maintain order and discipline on the bus;
 - v. make note of any behavioural or disciplinary issues.
- d) represent the College well in dress and conduct to the College community and wider public;
- e) be willing to assist in the education process at the College, which may include leading small discipleship groups, attending mission trips, staff devotions etc.
- f) perform other related duties as requested by the Head of Facilities or CEO from time to time.

This position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

6. PERSONAL REQUIREMENTS

A Bus Driver at Rehoboth should:

- a) be a practicing Christian role model;
- b) possess outstanding communication skills (with teachers, children and parents);
- c) have an ability to work independently and as part of a team;
- d) apply good behavioural management skills;



- e) be able to accept direction and supervision.

7. INTERPERSONAL RELATIONSHIPS

At Rehoboth, a Bus Driver should:

- a) seek to establish a rapport with students and parents;
- b) communicate with students, parents and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response;
- c) maintain professional confidentiality regarding information about students;
- d) complement the various teams of teaching and non-teaching staff operating within the College;
- e) participate in staff social functions.

8. PROFESSIONAL DEVELOPMENT

At Rehoboth, a Bus Driver should:

- a) endeavour to keep up to date in areas associated with the various roles at Rehoboth;
- b) participate in particular appraisals schemes that operate within the College;
- c) attend nominated professional development days;
- d) avail themselves of the specific PD days which are made available to them in an area of need or interest.

9. GENERAL TERMS AND CONDITIONS

General Terms and Conditions are available under a separate cover.

10. POLICE CLEARANCE AND WORKING WITH CHILDREN CHECK

A Bus driver will also be responsible for providing a valid Working with Children Check. This must be obtained from an Australia Post outlet, the Business Office or online. More information can be found at the WWCC website:

<http://www.checkwwc.wa.gov.au/checkwwc>.



A Bus Driver will be responsible for providing a National Police History Check which is no more than three months old. This must be obtained using the Department of Education and Training application form. Only a clearance obtained from the Department will be accepted. No other State or Federal clearance will be accepted. The form can be obtained from the Department's website: <http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/>.

11. HEALTH

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

12. RIGHT TO WORK IN AUSTRALIA

Applicants must show proof that they are legally entitled to be employed in Australia by providing an Australian passport, Australian Citizenship Certificate, or a Permanent Residency Visa.

13. PERFORMANCE EVALUATION

Rehoboth Christian College has a firm commitment to performance appraisals of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance appraisal will be undertaken each year.

14. APPOINTMENT AND COMMENCEMENT

Ideally the successful applicant will be able to commence duties as soon as possible. A contract will be negotiated with the successful applicant.

15. APPLICATIONS AND CLOSING DATE

Applications should be addressed to:

Shané Kingdon
Human Resources Officer



REHOBOTH CHRISTIAN COLLEGE

Please ensure your application arrives no later than the closing date as advertised. It must include the following:

- A Rehoboth Christian College Non-Teaching Staff Application Form (available online at <http://rehoboth.wa.edu.au/staff/employment/>)
- A comprehensive resume
- A letter of reference from you church pastor/minister
- A copy of your WWCC, PTD authorisation, and Police Clearance from the Department of Education and Training

Should you have any further questions please do not hesitate to contact the Business Office on 08 9274 9910.

The closing date for applications is Tuesday 14 February 2023.

16. ACKNOWLEDGEMENT

I have been provided with a copy of this Position Description:

DATE	NAME	SIGNATURE