



## **APPLICATION DETAILS**

### **PASTORAL CARE WORKER**

#### **Charles Campbell College**

#### **4.5 Term Appointment (Week 6 Term 4 2021 to Term 4 2022)**

Charles Campbell College (CCC), situated in the north-eastern suburbs of Adelaide, provides high quality learning for 1200 students in Reception to Year 12. The school community includes 44 countries of birth, 53 identified cultural backgrounds and 36 spoken languages. There is an active LGBTIQA+ community and a strong focus on student leadership. CCC caters career pathways including university, performing arts, Special Interest Sport (Australian Rules), automotive studies and TAFE. Strong connections exist with the il Nido Children's Centre, Campbelltown City Council, Rotary International and Norwood Football Club.

For more information about the school please visit <http://www.ccc.sa.edu.au>

**Your application must be lodged by the advertised closing time and date of:**  
**3<sup>rd</sup> November 5pm, 2021**

**The Pastoral Care Worker will be employed for 10 hours per week.**

**The hourly rate for a commencing Pastoral Care Worker is \$26.39 an hour. Rates of pay increase in line with years of experience.**

**The position ideally commences in the school in the 7th week of Term 4, 2021.**

**Applicant will be required to be interviewed at the school. Date and Time TBC**

The successful candidate will need to make themselves available in Adelaide for the training required prior to starting in the role, on the following dates:

**Tuesday 16th and Wednesday 17th November 2021 – Orientation Training**

**Thursday 18th November 2021 – Responding to Risk of Harm, Abuse & Neglect training**

**Please send your completed Application Form (attached) with supporting documents to:**

Attention: **Talent Manager**

Email to: [applications@smg.asn.au](mailto:applications@smg.asn.au)

Or Post to: Schools Ministry Group, 12 Angus Ave, Edwardstown SA 5039

Or Facsimile to: 08 8378 6808

For further information call **Mel Laycock** at **Schools Ministry Group** on **8378 6800** or go to [www.smg.asn.au](http://www.smg.asn.au)



## **Important Information about Applying for Appointment to a Pastoral Care Worker Position**

**Your application must be lodged before the advertised closing date**

**When sending in your application, PLEASE INCLUDE:**

- Signed copy of this application (keep a personal copy for yourself)
- Copy of relevant qualifications and academic transcripts
- Current resumé
- Optional: a written reference

**THE PROCESS for Appointment to a Pastoral Care Worker position:**

- a. Your Application for a position (the attached form submitted to SMG for the panel's consideration)
- b. Shortlisting by selection panel
- c. Interview by selection panel
- d. Completion of SMG Orientation Training, Checks, etc.
- e. Appointment to the school as a Pastoral Care Worker.

**PLEASE CONSIDER:**

The successful candidate will not be able to start in the role, and the appointment will not be formally confirmed, until SMG receives from the candidate a current, satisfactory Working With Children Check (WWCC) or Department for Community and Social Inclusion (DCSI) check. To be considered current, the Certificate must be dated within 5 years for a WWCC or 3 years for a DCSI of the date of appointment to the school. Due to the possible lengthy processing time, and therefore to avoid delays starting at the school, SMG recommends that applicants **apply now** for their WWCC check this can be done through the Department of Human Services website. Please contact the SMG office if you require further assistance.



## GUIDELINES for completing your application

- **STUCK or NEED HELP?** Call 8378 6800
- Please **type** your application using the APPLICATION FORM (following and attached).
- **Contact Details** (see application form): please include an email address for ease of communication with you.
- **Australian Citizenship** (see application form): If you are NOT an Australian citizen, do you have residency, a Visa or other authority allowing you to work? (proof of this will be required)
- You need to lodge this application before the advertised closing date for the particular school vacancy.
- **The Selection Panel** at the school will consist of an SMG Regional Manager, up to two representatives from the school leadership (usually the Principal and one other), and up to two representatives from the local church communities.
- Make the most of your pages allowed for **addressing the Selection Criteria** (as described on page 4 of the Job Specification, and listed in the Application Form following for you to address). Tell the panel as much as you can about your skills and abilities, experience, knowledge, and vision for the role. Ensure that you address all the points listed in the Person Specification. Please keep the panel's diversity in mind as you write your application and if you are offered an interview.
- **Do not assume** that if you tell us you have been involved in certain activities, that the panel will be able to determine your level of experience, knowledge or ability. **Your application needs to demonstrate** your level of experience, knowledge or ability (use examples as necessary, and how your skills are transferrable into this role).
- **Your Qualifications:** a copy of your qualification certificate and academic transcript is required (or will be requested later). Include copies (NOT originals) of documents as requested in the application form.
- **Resumé:** Provide a succinct, up to date history of your current and previous employment, and relevant volunteer experience.
- **Referees** (see application form): Please provide the names and phone numbers of at least two referees. One must be a Minister, Priest, Pastor or leader of the Christian community you are currently attending to confirm your suitability to represent the combined Christian Churches. The other referee needs to be a current or recent employer or supervisor (in a paid or voluntary capacity) to talk about your work history.  
We will require a referee to provide informed comments on your experience and competency working and relating with young people and/or their families. If either of these first two referees are unable to comment on your working with children and families please also provide a third referee.  
Please state the position these referees hold and/or their relationship to you.  
We may contact these referees at any time during the appointment process.