



# INFORMATION FOR APPLICANTS



## GENERAL BACKGROUND



Wollondilly is a co-educational Anglican College operated under the auspices of the Sydney Anglican Schools Corporation and governed by a College Council. In 2004, 136 students were enrolled on day 1 from Years K-7. The College rapidly began to enjoy a reputation in the local community as a preferred institution of excellence in academic, sport, creative and pastoral areas. Growth currently continues to exceed expectations. In 2022, the College has a student population of approximately 1200 students from Transition to Year 12. It has consistently been one of the fastest growing independent schools in New South Wales.

## EDUCATIONAL PHILOSOPHY

Wollondilly Anglican College is founded on a Christian philosophy of education and is strongly supported by local congregations. Staff, likewise, have a commitment to actively supporting local churches.

The College is renowned as a Christ centered, disciplined learning environment where meeting the academic, spiritual, social, creative, physical and pastoral needs of students, staff and the College community is both a central feature and continuing priority. It will remain as accessible, Anglican, T-12, co-educational and comprehensive.

A strong focus on pastoral care at the College serves to build, reflect and support a sense of family. Discipline problems are minimised by a proactive focus on developing a sense of self worth and respect for others, enabling each student to proactively engage life and the workforce with confidence, rather than respond defensively to situations and events.



The learning environment emphasises the technological and research skills necessary for information gathering and promoting a love of learning. Curriculum determination, assessment and reporting policies are reflective of the abilities of the students, the expectations of the College community, the parameters determined by the NESA and consideration of the balance between predetermined funding constraints with the provision and continuance of diverse alternatives. Whilst pursuit of excellence is determined for each student according to his or her own God given gifts, the College also has a strong focus on academic results. Students have achieved National and International recognition in Academic disciplines, the Creative and Performing Arts and Sport.

Parental and staff involvement in fundraising and working bees is encouraged by an active P&F. A regular system of open communication has been established, including a student diary, weekly newsletter and parent information evenings. The College is an integral part of the local community through the initiation and nurture of strong links with the media, business leaders, political representatives, local and regional Anglican churches, churches of other denominations and community organisations.

## **COLLEGE STRUCTURE**

The College Headmaster is supported by the Deputy Headmaster in the leadership and management of Teaching and Learning, Pastoral Care, Professional Development and Administration.

## **TEACHING & LEARNING**

### **Secondary Years**

The Secondary Director of Teaching and Learning is supported by Faculty Coordinators and specialist Teaching and Learning staff in an endeavour to deliver a high-quality education.

### **Primary Years**

The Primary Director of Teaching and Learning, is supported by specialist staff and classroom teachers in an endeavour to deliver high quality education.

## **PASTORAL CARE**

The Director of Pastoral Care T–12 has an overview of Student Leadership, Discipline, Merit Schemes, Camping and associated programs. He is ably assisted by Senior Years (9-12) Pastoral Care Coordinator, Middle Years (5–8) Pastoral Care Coordinator and Junior Years (T–4) Pastoral Care Coordinator.



## LOCATION & BUILDINGS

The College consists of spacious permanent buildings set in natural bushland on the western side of Remembrance Drive between Tahmoor and Bargo. Rooms are purpose-built and air-conditioned. There are no portable/temporary classrooms.

There are currently seven Libraries in addition to designated faculty buildings. A separate semi-university style Senior Precinct caters for the Collegiate years (11 and 12).



## APPLICATIONS

Child Protection Legislation requires the successful applicant to provide a Working With Children Check number and consent to a Working with Children Check process.

Applications should be submitted with:

- A completed "Application for Employment".
- A copy of your Curriculum Vitae (CV)
- Contact details for three supporting referees (eg character, Church, Professional)

Applications should be addressed to:

The Headmaster  
Wollondilly Anglican College  
Locked Bag 1011  
TAHMOOR NSW 2573



Or by email to [employment@wac.nsw.edu.au](mailto:employment@wac.nsw.edu.au) (most important - please scan and email documents as one PDF)

Please click the link below to view the current privacy policy:

<https://www.tasc.nsw.edu.au/resources/PDFs/Policies/5.%20Administration%20and%20Risk%20Management/Privacy%20Policy%20200623.pdf>



# Wollondilly

Anglican College

## Nurse (To commence in 2023)

The College is seeking applications from committed and dynamic Christian Nurses.

**Job Purpose:** To provide first aid services and health care to College students and staff

**Classification:** School Nurse (level based on experience) - Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

**Status:** Full Time (Term Time – does not usually work in the school holidays)

**Reports to:** College Nurse

### Key responsibilities and accountabilities:

- Triage Assessment
- Management of emergency medical situations and management of medical care
- Administrating prescribed daily medications to students and Nurse Initiated medications with parental consent
- Routine and incidental nursing/first aid on students in their classes and for students presenting to sick bay
- Detecting and early intervention in the health needs of students
- Implementation and development of health and wellbeing initiatives
- Interpreting student medical assessments, providing an understanding of educational and social implications
- Identify students with significant health issues and develop management care plans for them in consultation with parents and staff
- Liaise with Parents/Carers regarding student health and welfare issues where appropriate
- Contacting and liaising closely with the Executive Team, Faculty Coordinators, Class teachers, Year Patrons, and the Pastoral Care Team on student health related conditions
- Communicating management and action plans for students with medical needs to relevant College staff
- Contacting and referring to other medical practitioners where required
- Maintaining confidential medical records. This includes input and management of health-related data into the College system, ensuring that medical records are up to date and accurate
- Participating in ongoing professional development of self and other staff members in relation to first aid and health care for students
- Assisting in the prevention of accidents and illness within the College community by addressing health and safety issues
- Maintenance of emergency medical equipment and first aid equipment.

- Managing stored medications and discarding expired items
- Ordering of medical supplies
- Support and management of excursion and camp health care
- Ability to develop reports and manage excursion medical care plans in a timely manner ahead of school excursions and activities using the data management systems
- Communicating medical information with the College community as required
- Answering of telephone enquiries and handling routine parent requests or concerns
- Preparing correspondence to parents, students and other stakeholders as required for medical updates or alerts
- Uphold the agreed standards of the profession, practising in accordance with laws relevant to the Nurse's scope of practice
- Participate in ongoing professional development CPD
- Participate in ongoing personal education
- Promote the safe and effective handling / dispensing of medications in the school setting within the guidelines set out by the NSW Department of Health, Poisons and Therapeutic Goods Act
- Management and oversight of the NSW Health School Immunisation Program and the administration of the annual Influenza vaccine to staff
- Performing general administration assistance as requested by the Student Reception Supervisor
- Participating in College events and community activities
- Ensure all schedule 4 and schedule 8 medications are stored appropriately
- Performing other duties as required by the Headmaster, Business Manager and College Nurse

**Personal Profile:**

It is expected that the Nurse will be a Committed Christian and an active member of a church. We require a Nurse who is team oriented, approachable, able to exercise initiative, is reliable, patient, empathetic, friendly and has a proactive approach to work. You will have a genuine care and interest in the health and wellbeing of our students.

**Personal skills, attributes and expectations:**

- Committed Christian and active member of a Church
- Competent computer skills with an ability to learn and adapt to different data management systems and enter student health data with precision
- Confidence managing sporting injuries
- Excellent clinical assessment skills in managing both emergency and everyday student medical needs
- Ability to make decisions and handle unexpected scenarios professionally and respectfully
- High level of organisational skills and attention to detail with the ability to manage the day to day work flow in an efficient and professional manner
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills

- Ability to relate well with young people
- Strong administration skills
- A willingness to work collaboratively and kindly within the team to support and encourage one another both professionally and personally

**Minimum Qualifications:**

- Hold a current and unrestricted AHPRA registration for Registered or Enrolled Nurse
- Up to date in Cardio-pulmonary Resuscitation Certificate
- Current Working with Children's Clearance

**Desirable – but not essential:**

- Experience in Paediatrics Nursing
- Experience working with children aged 4 -18 years in a PHC, Emergency or Child Health setting
- Anaphylaxis and Asthma training

Applications should include a reference or referee details from the Minister of the Church they currently attend.

**Applications close Monday, 22 August 2022**



# APPLICATION FOR EMPLOYMENT

Independent Schools NSW (Support and Operational Staff)  
Multi-Enterprise Agreement 2017

This application should be supported by a letter addressing the criteria/position requirements.

Permanent

Temporary

Casual

## 1. SCHOOL AND POSITION

Position of:

Name of School:

## 2. PERSONAL DETAILS

Surname:

Given name/s:

Preferred Name:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:

(if different from above)

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

If NO, please attach copy of Working VISA

Church currently attending:

How long:

WWC Clearance Number:

WWC Expiry Date:

WWC Verification Date:

Office Use Only

**3. EDUCATION AND TRAINING***SECONDARY EDUCATION*

Highest Award	School Attended	Year of Award

*TERTIARY EDUCATION*

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

*RELEVANT TRAINING OR DEVELOPMENT* (in general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

#### 4. EMPLOYMENT HISTORY

**PRESENT EMPLOYMENT:**

Name of Employer:

Address of Employer

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

**PAST EMPLOYMENT:** (in reverse order from most recent employer)

From	To	Name and Address of Employment	Full-Time/Part-Time/Casual	Years Completed

## 5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

Yes

No

*If you have answered Yes to the above question, please attach details.*

**I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.**

**APPLICANT'S SIGNATURE**

**DATE**

## 8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

**Please note that copies are required of all applicable documents.** Please tick where attached.

1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
3. Details of any relevant illness/injury
4. Working with Children Check Clearance number
5. Copy of Working VISA if applicable
6. Copy of COVID-19 Digital Certificate

***Please return my documents, as appropriate, if my application is unsuccessful.***

**How did you hear about this role?**



## Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website ([www.tasc.nsw.edu.au](http://www.tasc.nsw.edu.au)), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, [enquiries@tasc.nsw.edu.au](mailto:enquiries@tasc.nsw.edu.au) .
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The [ASC Privacy Policy](#), accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC 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 where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021