



**POSITION OF
Learning Assistant
Mt Albert Campus
2021**

**Fixed Term
Term Time Only**

**2 x vacancies
12 hours per week**



October 2020

Dear Applicant

**Application for Learning Assistant (Term Time Only) Position at Elim Christian College
2 Vacancies**

- 1. 12 hours per week Monday – Thursday 9am – 12 noon Primary students**
- 2. 12 hours per week – Secondary students**

Thank you for your expression of interest in these fixed term positions based at Elim Christian College Mt Albert Campus. Both positions are 12 hours per week, term time only. In this information pack you will find the following:

- Covering letter
- Anticipated Timeline for Appointment
- Ideal Person Specification Sheet
- Elim Christian College Application Form
- Brief information on Elim Christian College
- Special Character information and Statement of beliefs

In addition to the official application form we would request that you include your curriculum vitae and any other supporting documents you feel would strongly support your application.

Apart from anything else you may wish to include in your C.V we would like to see the following:

- a photo of you
- your employment history
- a **brief** statement of suitability and any evidence indicating your ability to meet both the technical and character requirements of the position
- an indication of who you are as a person, your activities, achievements, interests, hopes and dreams
- An outline of your Christian faith (this is most important as our Integration Agreement precludes us from appointing anyone who is not a practising Christian with an active relationship with Jesus Christ)
- Evidence of any qualifications

The above list is quite prescriptive and it would be to your advantage to include all the information requested.

Referees: In the application form applicants are asked to supply the names and means of contact, for two referees. It is important that referees are able to reply promptly by phone, fax, or e-mail. E-mail is preferable and the most likely form of contact to be used in the first instance.

The Board of Trustees is an equal opportunities employer and will appoint the best person for the position.

We look forward to receiving your application. If you have further questions regarding the position, please don't hesitate to e-mail us. Your application is to be returned by email to Raewyn.openshaw@elim.school.nz

Yours sincerely

A handwritten signature in black ink, appearing to read "Murray Burton".

Murray Burton MNZM
Principal

IDEAL PERSON SPECIFICATION OUTLINE

The specifications mentioned below along with specific skills and experience we are looking for in the position applied for will form the basis for establishing criteria for selection

Should the appointments committee not be able to separate two candidates using the criteria mentioned, it reserves the right to make a selection to the best of its ability taking into account all possible information available to it at the time.

Ideally the successful candidate will be a person who:

- Genuinely lives by a strong set of Christian/Biblical values.
- Is a born-again believer with a vibrant personal relationship with Jesus Christ as their Lord and Saviour, actively living as a Christian, basing their life on the Word of God and is committed to a church community.
- One who is flexible by nature, has a strong sense of responsibility and the ability to be objective.
- Somebody who has a proved record working with alongside students with learning challenges.
- Is committed to doing things well, who has servant heart and will 'go the extra mile' but is also committed to aiming for work/life balance.
- Builds positive relationships with all ages and cultures, displaying warmth, empathy, compassion, a sense of humour and emotional maturity.
- Is humble yet with a good degree of self-confidence, one who admits their failings and commits to working on their own personal and professional development.
- Demonstrates confidence and innovation in implementing positive change.
- Is proficient with a variety of software applications and a competent user of technology.
- Is accurate with details and see the value of workplace efficiencies based on good organisation and tidiness; being both people and systems orientated



APPLICATION FORM - Fixed Term Learning Assistant MAC (2) Vacancies

Please indicate which position you are applying for:

- 1. 12 hours per week Monday – Thursday (Primary Aged students)
- 2. 12 hours per week (Secondary Aged students)

Personal Details:

Full name: _____

Address: _____

E-Mail: _____ Home Phone: _____

Current Position: _____ Date of Appt: _____

Name of Employer: _____

Address: _____

Work Phone: _____ Fax: _____

Date and place of birth: _____

Marital Status: _____

Names and ages of children: _____

Nationality: _____

State of Health: _____

Training and Experience Relevant to this Position: (if not clearly outlined in C.V)

CHURCH BACKGROUND

1. Church affiliation:

Denomination: _____

Church attended: _____

Name of Pastor: _____

Are you willing for the Principal to contact the minister of your church for a personal reference:
YES/NO

2. Church Activities

Please state church activities in which you are currently involved.

3. Christian Experience

Please give a brief account of your Christian conversion and experience.

4. **Why do you wish to work at Elim Christian College?**

I confirm that I do not have a criminal record, nor do I have any knowledge of criminal proceedings going to be taken against me. I am aware that the Principal is required by law to obtain a Police Vet for all staff employed at the Elim Christian College.

For the purposes of this appointment I give permission for the Appointments Committee to obtain relevant information. All material will remain confidential to the Appointments Committee.

Signed: _____ **Date:** _____

REFEREES

Name of Applicant: _____

PROFESSIONAL REFEREE:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Relationship to Applicant: _____

CHARACTER REFEREE:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Relationship to Applicant: _____

Elim Christian College is a vibrant learning community impacting the whole person and providing a seamless quality education founded on a Biblical World-view and based on sound Christian principles. The Special Character of the School is determined by the faith system made up of the Christian beliefs, values and lifestyle of the Auckland East City Elim Church.

BRIEF HISTORY

Elim Christian College was established on site in 1995 and integrated into the state school system in 1997, with Elim Christian Centre as the proprietor. The establishment of a Christian school for children of Elim Christian Centre was part of the original vision.

UNIQUENESS

Situated in an attractive rapidly growing east Auckland suburb Elim Christian College is focused on high expectations for student achievement, participation and character development. The school actively promotes high standards in a positive, caring and well-disciplined environment. With great students (5–18 years) and excellent staff diverse in background and united in purpose, the atmosphere is vibrant, collegial and innovative. Through the vision of our Proprietors we have superb facilities and the ability to facilitate growth. Through our Board of Trustees we have influential direction. Through our staff we aim to inspire student achievement of the highest degree and through our students we expect to significantly contribute to every sphere of society.

EXPANSION

For a number of years the college has had huge enrolment application waiting lists. At the same time the Elim Christian Centre with whom we share the property has experienced significant growth in congregation size. Inevitably this has meant very two successful organisations both wanting to expand on the same small piece of land. An effective pathway of expansion was not forthcoming despite much strategic planning. Finally in 2009, following positive discussions with the Ministry of Education regarding the use of crown land in Golfland Drive, the Proprietors submitted an application for an increase to the maximum roll. Despite initial opposition from the local MOE the Minister then granted the college an increase from 500 to a new maximum of 1000 students.

Since the Mangatepopo tragedy of April 15, 2008 in which six of our students and a teacher died, we have been acutely aware of the favour we have had with government. Through God's grace our profile has been such that we believe it has directly influenced and significantly assisted us in gaining approval for our expansion plans.

On 7th February 2012 we celebrated the opening of the new Elim Christian College Golflands Campus, catering for NE to Year 7 students. For the 2014 school year the Golflands Campus will cater for NE to Year 6 students, whilst Year 7 – 13 students will be accommodated at the Botany Campus. With the opening of the site at Golflands Drive, Botany the school became one school on two sites. The stunning facility at the Golflands Campus provides a leading edge learning environment, which compliments the Botany Campus on Botany Road.

2018 Elim Christian College opened a third campus at Mt Albert which caters for students from NE to Year 13. This is an exciting development in the Elim Education journey.

VISION STATEMENT

*Elim Christian College community aims for each student to be inspired, responsible, academically and practically skilled life-long learners, living their Christian values and exploring their God-given potential, to achieve personal excellence for God's glory.
ARISE to a future and a hope.*

MISSION STATEMENT

Elim Christian College community provides a Christ-centred education for the preparation of students for effective leadership and service, while persevering faithfully for personal excellence to God's glory.

GENERAL AIMS

Elim Christian College community (staff, parents, guardians, caregivers, whanau) seeks:

- To provide an excellent Christian education, developing well-balanced young people with a view of life shaped and unified by GOD'S WORD.
- To promote and teach the lordship of JESUS CHRIST, the fullness of the HOLY SPIRIT and the ultimate authority of GOD'S WORD in all aspects of the school and life in general.
- To facilitate excellent stewardship of spirit, mind and body, where the whole person is developed in a "whole of life" context producing disciples who are released in their God-given gifting and calling.
- To enable each student to achieve personal excellence in a wide range of educational endeavours.
- To cultivate servant leadership in students and equip them for work and service in the world of the twenty-first century, having a Christian philosophy of life, values and standards.
- To provide high quality facilities and equipment, in a warm, friendly, open, and disciplined environment.

Elim Christian College aims to provide a stimulating environment and programmes which:

- contributes knowledge, skills and experience relevant to contemporary society
- engenders school spirit and a sense of community where there is respect for the dignity of each individual (made in the image of God), and where self-esteem, self-discipline, diligence, initiative, tolerance and caring are actively fostered
- provides a balanced Biblical World View curriculum providing a wide range of subjects and learning opportunities
- acknowledges and respects the uniqueness of the individual assisting them to become culturally sensitive, caring, tolerant and accepting of others
- encourages students to become self-motivated and self-disciplined, committed to the pursuit of excellence and with high personal standards of endeavour and achievement, behaviour, manner and dress
- ensures there is effective communication between school and parents to enable home and school to work together

A.R.I.S.E

The heart of our college strategic plan is described by word **A.R.I.S.E.**

A	Achievement	We want all students to achieve their personal best
R	Responsibility	We want all students to be self-disciplined, diligent citizens and life-long learners
I	Inspiration	We want all students to have fun learning, celebrate success with an attitude for excellence
S	Skills	We want all students highly skilled to make a significant contribution to society
E	(Elim) Christian Character	We want all students to have a foundation of biblical knowledge expressed vibrantly in Christian values and character

ELIM CHRISTIAN COLLEGE CURRICULUM

VISION STATEMENT

Elim Christian College community aims for each student to be inspired, responsible, academically and practically skilled life-long learners, living their Christian values and exploring their God-given potential, to achieve personal excellence for God's glory



VALUES

Respect for God, Self and Others
Excellence
Innovation, Inquiry, Curiosity
Diversity
Equity
Participation &
Community
Ecological
Sustainability
Integrity

KEY COMPETENCIES

Achieve your best: key competencies
Be **R**esponsible: managing self
Be an **I**nspired thinker: thinking
Use **S**kills: language, symbols and text
Display **E**lim Christian character: relating to others, participating and contributing

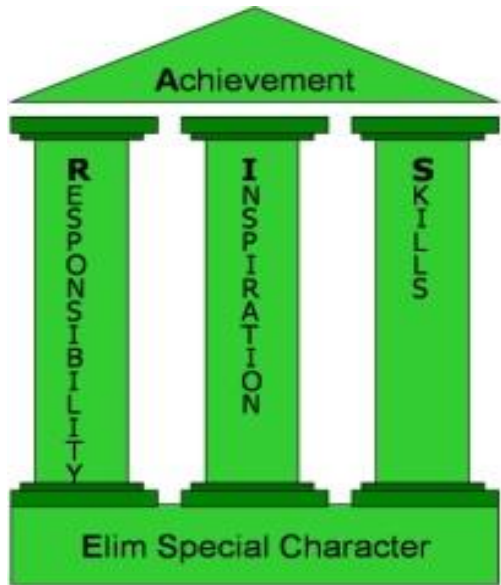
LEARNING AREAS

Arts: Music, Drama, Visual Art
Christian Living
English
Languages
Mathematics & Statistics
PE & Health
Science
Social Science
Technology

PRINCIPLES

Consistent with a Christian World View
High Expectations; Treaty of Waitangi; Cultural Diversity; Inclusion;
Learning to Learn; Community Engagement; Coherence; Future Focus

THE SCHOOL CURRICULUM



KEY COMPETENCIES

Achievement: In Y0-8 – reflected through the use of **language, symbols and text**
 In Y7-13 – reflected through competency in the four areas below

Responsibility Managing Self	Inspiration Thinking	Skills Language, Symbols and Text	Elim Christian Character Relating to Others, Participating and Contributing
<ul style="list-style-type: none"> * Be a goal setter * Be reliable * Be an independent learner <p>▶ Developing a 'right place, right time' attitude</p>	<ul style="list-style-type: none"> * Think critically * Think creatively * Think reflectively <p>▶ Developing intellectual curiosity</p>	<ul style="list-style-type: none"> * Use language effectively * Use numeracy in context * Use symbols appropriately * Use ICT confidently <p>▶ Interpreting codes in a variety of contexts</p>	<ul style="list-style-type: none"> * Relate to others empathetically * Serve others willingly * Connect intentionally <p>▶ Interacting appropriately in a variety of contexts</p>

PRINCIPLES

All curriculum should be consistent with these statements

Christian Worldview	
The Curriculum reflects a Christian Worldview underpinning all areas of learning.	
High Expectations	The curriculum supports and empowers all students to learn and achieve personal excellence, regardless of their individual circumstances.

Treaty of Waitangi	The curriculum acknowledges the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Maori me ona tikanga.
Cultural Diversity	The curriculum reflects New Zealand's cultural diversity and values the histories and traditions of all its people.
Inclusion	The curriculum is non-sexist, non-racist, and non-discriminatory; it ensures that students' identities, languages, abilities and talents are recognised and affirmed and that their learning needs are addressed.
Learning to Learn	The curriculum encourages all students to reflect on their own learning processes and to learn how to learn.
Community Engagement	The curriculum has meaning for students, connects with their wider lives, and engages the support of their families, whanau and communities.
Coherence	The curriculum offers all students a broad education that makes links within and across learning areas, provides for coherent transitions and opens up pathways to further learning.
Future Focus	The curriculum encourages students to look to the future by exploring such significant future-focused issues as sustainability, citizenship, enterprise and globalisation.

VALUES

Respect for God, Self and Others

'Love the Lord your God with all your heart and with all your soul and with all your mind.'

Matthew 22:36

'Love your neighbour as yourself.' *Matthew 22:39*

Excellence	<ul style="list-style-type: none"> ● by aiming to achieve personal best ● by persevering in the face of difficulties
Innovation Inquiry Curiosity	<ul style="list-style-type: none"> ● by thinking critically, creatively and reflectively
Diversity	<ul style="list-style-type: none"> ● as found in our different cultures, languages and heritages
Equity	<ul style="list-style-type: none"> ● through fairness and social justice
Participation & Community	<ul style="list-style-type: none"> ● for the common good
Ecological Sustainability	<ul style="list-style-type: none"> ● which includes good stewardship of God's creation
Integrity	<ul style="list-style-type: none"> ● which involves being honest, responsible and accountable and acting ethically



SPECIAL CHARACTER STATEMENT

Elim Christian College is a Christian School established for Years 1 to 13, founded to provide for the educational needs of Christian families and present the message of the gospel to children and the community within the context of Biblical truth and practice as recognised by adherents of the evangelical Christian faith. The same Biblical truth and practice encourages a mission perspective. Parents and students are expected to support the Special Character of the School

The Special Character of the School is determined by the faith system made up of the Christian beliefs, values and lifestyle of the Elim Church of New Zealand Inc. who shall have the right to determine from time to time what is necessary to preserve and safeguard that Special Character.

The School is a caring community built on Christian beliefs which permeate all aspects of School life. These beliefs recognise God's purposes as revealed in the Scriptures and in the risen Lord Jesus Christ. They are dynamic and determine the purpose and content of the curriculum in a changing community.

These beliefs encompass all aspects of the School and permeate the mind and heart of each member of the School community. It is expected that all staff members and members of the Board of Trustees will demonstrate unqualified commitment to the School's Special Charter.

The objective of Elim Christian College is to pass on to students the truth that all creation is subordinate to the Will of God as expressed in the Scriptures; that all truth finds its meaning and centre in God and that God gives purpose and hope to individuals as well as His creation by virtue of the redemptive work of Jesus Christ. It is the redemptive work of Jesus Christ, communicated by the Holy Spirit operating in the human individual that gives substance to intellectual, physical, spiritual, ethical, emotional, social and aesthetic development.

The curriculum, including all the New Zealand Curriculum Statements, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning in the School.

Implicit in the curriculum is the development of Christian ethical values exemplified by the Ten Commandments and Christ's Sermon on the Mount. These values are the foundation for personal and social peace, just government, responsible citizenship, compassionate neighbourliness, wise parenting and a responsible attitude to creation. Such Biblical values also recognise that a life of self - renouncing love is one of liberty.



SPECIAL CHARACTER AIMS & OBJECTIVES

The Special Character of Elim Christian College is determined by these guidelines and objectives and it is within these that the Principal and Staff operate.

- To teach and nurture the Christian faith whilst upholding the Elim Church special character.
- To develop in students a Christian philosophy of life, values and standards.
- To provide a quality education where the whole person is developed in a whole of life context, through a wide-range of educational endeavours.
- To enable each student to achieve personal excellence in a wide range of Curriculum subjects.
- To equip students for leadership, work and service in the community.
- To value staff through a supportive and affirming environment.
- To foster a Christian environment that draws church, home and college together.
- To foster a warm, friendly, open, disciplined environment, demonstrating respect for authority and all people and to reflect in our practices respect for staff and others.
- To provide quality facilities and equipment in a modern, contemporary environment.



The Statement of Faith of The Elim Church of New Zealand (Inc)

The Elim Church of New Zealand (Inc) stands for and teaches:

The Bible

We believe that the Bible is the inspired Word of God, and that none may add to or take away from, except at their peril.

The Trinity

We believe that the Godhead eternally exists in three persons, Father, Son and Holy Spirit and these three are one God.

The Church

We believe that the church consists of all persons who have been regenerated by the Holy Spirit and made new creatures in Christ Jesus.

The Saviour

We believe that all have sinned and come short of the glory of God, and that through the death and risen power of Christ all who believe and confess Jesus as Lord can be saved from the penalty and power of sin.

The Healer

We believe that our Lord Jesus Christ is the Healer, and that healing is provided for in the atonement.

The Baptiser

We believe that the Lord Jesus Christ is the Baptiser in the Holy Spirit, and that this Baptism with signs following is promised to every believer.

The Coming King

We believe in the personal return of our Lord Jesus Christ to receive unto Himself all born again believers.

The Fruit

We believe that every believer on the Lord Jesus Christ as Saviour should produce the ninefold fruit of His Spirit, as in Galatians 5:22 -23.

The Gifts

We believe that the church should claim and manifest the nine gifts of the Holy Spirit, as in 1 Corinthians 12:8 -10.

The Ministry

We believe that God has given some Apostles, and some Prophets and some Evangelists, and some Pastors and Teachers, for the perfecting of the saints for the work of the ministry, and for the edifying of the body of Christ. Ephesians 4:11 -12.

Marriage and The Family

We believe that marriage is the legal, moral and spiritual union of one man and one woman to the exclusion of all others, voluntarily entered into for life. We believe God intended marriage to be a partnership of mutual love, respect and honour, and that it is the biblical context for God's gift of sexual intimacy. We believe that marriage between one man and one woman is the ideal and God-intended context in which to conceive and raise children. Gen 2:24

The Minister

We believe that the Minister must live a life which displays adherence to the teachings of the Bible and Elim's statement of faith. We believe that the minister must live a life worthy of our Lord Jesus Christ by living in accordance with standards of biblical morality and Christ-like

character, and by seeking to grow in the knowledge of God. We believe that the standards of Biblical morality dictate that a minister must not engage in sexual immorality, including sexual relationships outside of the marriage relationship, or homosexuality, a minister must not be a thief, a coveter, a drunkard, a person who secures money or favours by intimidation or the misuse of authority, or a worshipper of idols. A minister must not marry any persons or other than a heterosexual couple. Colossians 1:10, 1 Corinthians 6:9-10

The Future State

We believe in the resurrection of the dead, the eternal happiness of all true believers in Christ, and the eternal punishment of all Christ rejecters.

The Ordinances

We believe in the following Ordinances:

Partaking of the Lord's Supper in memory of our Lord's death and anticipating His imminent return; Baptism by immersion for believers; The Laying on of hands; The Anointing of the Sick with oil.