

## **APPLICATION – PRIVATE MUSIC TUTORS Independent Contractors**

Thank you for your enquiry.

Heathdale Christian College is a thriving learning community that strives to enable students to fulfil their unique God-given potential. We seek to grow each student's love for learning over their journey with us. Nurturing their sense of awe and wonder as they grow academically, personally, spiritually and through their co-curricular endeavours.

We are keen to engage Independent Contractors who are able to identify with the Christian foundations, Christian ethos and Christian practice of the College. The College has a zero tolerance of child abuse. We have established a series of Policies, Procedures and a Code of Conduct for all contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

An Independent Contractor application form, copy of the College's Theological Foundations, Purpose, Core and Quality Statements and Mission Statement are enclosed. The application form is designed not only to elicit information that will help the selection panel in its short-listing process, but also to provide opportunity for comments by the applicant that may be profitably discussed further in interview. Any documentation not available at the time of submission of the application form should be forwarded as soon as possible.

To apply for this position, please submit the application pack, together with cover letter and resume by email to the instrumental music team at [instrumentalmusic@heathdale.vic.edu.au](mailto:instrumentalmusic@heathdale.vic.edu.au)

Encl. Quality Statements  
Application Form  
Theological Foundations  
Description of duties



## APPLICATION FOR PRIVATE MUSIC TEACHERS Independent Contractors

1. **POSITION APPLIED FOR:**  
**PIANO, GUITAR, VIOLIN, SINGING, FLUTE, WOODWIND**

2. **PERSONAL DETAILS**

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Mr/Mrs/Miss/Ms/Dr/Rev \_\_\_\_\_

Residential Address \_\_\_\_\_  
\_\_\_\_\_

Postal Address (if different from above)  
\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

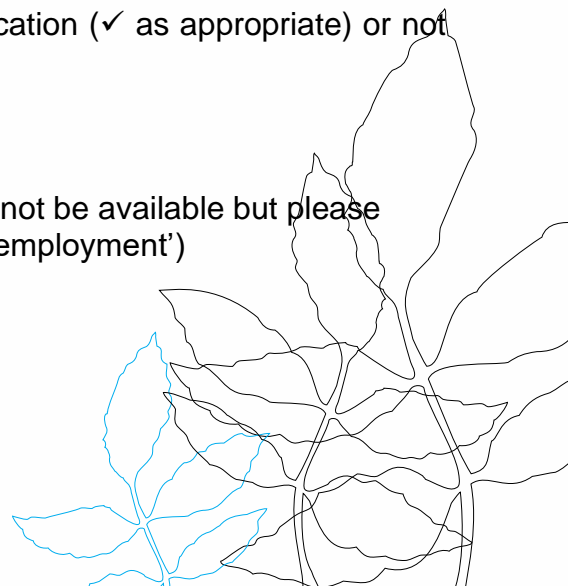
Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Are you a resident of Australia \_\_\_\_\_

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_

**Checklist** – I have included the following with this application (✓ as appropriate) or not (as applicable)

- Covering letter of introduction
- CV resume
- Copy of certificates
- Working With Children Check 'E' (this may not be available but please note this will be required as a 'condition of employment')
- Vaccinations Certificates (incl Boosters)



**3. QUALIFICATIONS**

(i) What degrees, diplomas or other professional qualifications do you hold?

<b>Degree, Diploma, etc</b>	<b>Name of Institution</b>	<b>Year Conferred</b>

(ii) Other qualifications

Please list below any other qualifications you have, including Bible College and Christian Education courses and shorter courses in specific skills areas such as first aid etc:

<b>Course Name</b>	<b>Provider</b>

(iii) Special Interests

Please detail below any areas of value to a school in which you have skills, experience or interest (eg instrumental music, choir, public speaking, debating, photography, drama, hobbies and leisure interests).

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**4. WORK EXPERIENCE/EMPLOYMENT DETAILS**

(i) Give details of your experience.

<b>Year</b>	<b>School/Employer</b>	<b>Position Description</b>	<b>Reason for Leaving</b>

**5.** Please read the attached Theological Foundations, Purpose, Core and Quality Statements and Mission Statement These documents describe the underlying principles on which Heathdale Christian College is founded.

Please provide us with your thoughts/observations on these statements:

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**6. CHURCH AND COMMUNITY**

- (i) Name the church/fellowship you are presently attending?  
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- (ii) How long have you been at your present church/fellowship?  
\_\_\_\_\_
- (iii) Do you hold membership in your present church/fellowship?\_\_\_\_\_
- (iv) How frequently do you attend church/fellowship?  
\_\_\_\_\_

**7. GENERAL**

- (i) Please give details of recreational activities and social or community interests  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (ii) How did this opportunity come to your notice, and what influenced you to consider service in a Christian school?  
\_\_\_\_\_
- (iii) Please list any matters or problems which might affect your work as an independent contractor in a Christian school:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (iv) Are there any further comments you would like to make in support of this application?  
\_\_\_\_\_  
\_\_\_\_\_

## 8. REFEREES

Name three people who would be able to attest to your spiritual character; and able to attest to your abilities to tutor in a school.

1.	Professional Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	

2.	Professional Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	

3.	Spiritual Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	

**9. DECLARATION**

I, \_\_\_\_\_

Of \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode

do declare as follows:

1. The information in this application is true and correct.
2. That all copied material is a true copy of the original document.
3. I have never been charged with or convicted of child abuse or any other crime other than as disclosed in this application (Please give details on a separate sheet if applicable).

I acknowledge that:

4. Any appointment is on condition that the information provided by me is true and correct.
5. Checks may be made to verify any information supplied and I give my permission for that to occur including, if considered appropriate, (eg checking with referees). I authorise Heathdale Christian College to make such enquiries and I authorise the relevant authorities to provide Heathdale Christian College with that information.

This \_\_\_\_\_ day of \_\_\_\_\_, 2022 .

Signature: \_\_\_\_\_

(Applicant)

Before me:

Name of Witness: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

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

Witness Phone: \_\_\_\_\_

## **PRIVACY AT HEATHDALE CHRISTIAN COLLEGE**

### **Application for Employment Privacy Notice**

1. In applying for a position as an independent contractor you will be providing Heathdale Christian College with personal information. We can be contacted by post at PO Box 1042 Werribee Plaza 3030, or by telephone (03) 9749 1522.
2. You agree that we may store this information for 3 months.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We have a College policy that requires us to conduct a criminal record check.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for 3 months.



## **Private Music Tutor – Independent Contractor**

Heathdale Christian College is a thriving learning community that strives to enable students to fulfil their unique God-given potential. We seek to grow each student's love for learning over their journey with us. Nurturing their sense of awe and wonder as they grow academically, personally, spiritually and through their co-curricular endeavours.

### **Summary**

- To teach guitar to students from both Primary and Secondary schools and required for Both Campuses – Werribee and Melton
- Planning and preparing lessons in relation to individual student's needs and examination syllabuses.
- Acquiring appropriate teaching materials and resources.
- Teaching music theory, aural skills and practical techniques to students.
- Motivate and encourage students in their progress.
- As required, liaise with staff and parents.
- Create and maintain a network of contacts to ensure work continuity
- ensuring up-to-date knowledge and awareness of examination requirements.
- Maintaining bookings with students and families.
- Keep financial, administrative and business records.
- Invoice relevant families for services.

### **Qualifications and Experience**

- The appropriate music qualifications
- Experience in teaching guitar
- Solid organisational skills
- Excellent written and verbal communication skills with the ability to communicate sensitively and respectfully with a variety of stakeholders.

### **You also need to have the following before commencement:**

- Valid WWCC 'E' & Police Check.
- Full Covid 19 vaccinations including boosters as mandated by government
- Recommended to have an ABN.

## THE PURPOSE OF HEATHDALE CHRISTIAN COLLEGE IS:

***To glorify God through Christ-centred education that helps children develop their God given potential.***

The purpose of Christian Education is to develop the whole person. The school shares with the home, the church and the community in the nurture and education of children, but the final responsibility rests with the parents. God gives this responsibility to parents in Deuteronomy 6 and Ephesians 6.

It is a responsibility which embraces the total welfare of the child and includes spiritual, emotional, physical, academic, social and cultural aspects.

The College is open to all children whose parents accept and actively endorse its aims, and who wish to take advantage of the type of education being offered.

Heathdale Christian College is a multi-denominational, co-educational college, serving the educational needs of families, by providing education:

1. For Junior, Middle and Senior School students, from a wide range of backgrounds, in an environment consistent with the Theological Foundations;
2. Which affirms the relevance of the Christian Gospel to each individual.
3. Which highlights the value of every individual and supports each student as he or she develops, instilling in each student concern and respect for the needs, abilities and convictions of others;
4. Which engenders an appreciation of beauty, goodness and truth;
5. Which stresses a sense of community and develops individual gifts so that students will be able to make an informed and responsible contribution to the local area and to society in general;
6. Which highlights the importance of family life, respects equally all forms of work, and which honours those who seek to follow the teachings and example of Jesus Christ;
7. Consistent with The Quality Development of the Child.

*Prov.22:6 - Train up a child in the way he should go; and when he is old he will not depart from it.*

## **QUALITY STATEMENTS:**

To achieve The Purpose, we have a commitment to the following Quality Statements:

### **Quality Environment - through:**

- God being glorified in all we do and have;
- Working with and supporting parents in their Christian responsibility to educate their children and prepare them for future adult life;
- A caring culture conducive to spiritual growth in an atmosphere where all people are valued as created by God;
- All staff being committed to Christ and growing in their walk with Him;
- Educational programs that reflect a natural bias toward Biblical values;

### **Quality Learning – through students being:**

- Engaged in learning;
- Encouraged to value learning and become lifelong learners;
- Challenged to achieve the highest standards in accordance with their God-given abilities;
- Equipped in social development, personal development and skills development.

### **Quality Achievements - by;**

- Promoting and fostering diligence and excellence in all endeavours through governance, management, staff, parents and support groups;
- Providing Christian Education with sound curriculum and teaching;
- Encouraging students to acquire the knowledge, skills and work habits needed to grow into disciplined, thinking individuals;
- Equipping students for vocations in the service of God's kingdom.

### **Quality Management - through:**

- All staff and systems operate in a Godly, parent-friendly manner;
- The implementation of appropriate policies, procedures and systems;
- Leadership that embodies high standards of personal and corporate integrity;
- The pursuit of best practice management systems.

## THEOLOGICAL FOUNDATIONS:

The teaching and activities of Heathdale Christian College will conform with and be informed and enriched through the principles\*\* outlined in the following statement of basic truths contained in the Christian Bible and expressed in the Westminster Confession and the Apostle's Creed.

1. Holy Scripture, the Old and New Testaments, is God's written word and contains all things necessary for salvation. It is the supreme authority in all matters of faith and conduct and provides the framework for our understanding of God's creation and His purposes within it.

**Scriptural Basis:** II Timothy 3:16 -17; Psalms 119:9-16

2. Holy Scripture is intelligible in itself, but our understanding of its truth is brought about only as the Holy Spirit reveals it to us. It remains essential for God's people to draw to one another's attention the plain meaning of Scripture and its implications for life, and to witness to its truthfulness in experience.

**Scriptural Basis:** II Peter 1:19-21; Deuteronomy 17:19-20

3. There is one true God who in the unity of His Godhead exists in three persons: the Father, the Son and the Holy Spirit.

**Scriptural Basis:** Exodus 20:3; Matthew 28:18-20; I Corinthians 8:4-6

4. *God is the creator of all things and His sovereign providence and authority is exercised in holiness, infinite wisdom, power, goodness and love.*

**Scriptural Basis:** Genesis 1:1-31; Colossians 1:16-17

5. All human beings were created in the image of God, and because humanity has chosen to rebel against the sovereign God, that image has been marred by sin. This event has cosmic significance, as it has affected the environment in which we live, marred our nature including our mind and will, distorted our perception of our place in the world and broken our relationship with God. People by themselves no longer have the power to act in a way that is pleasing to God; from birth, our nature is self-centred and not God-centred, thereby rendering us deserving of God's condemnation and in need of salvation.

**Scriptural Basis:** Genesis 3:1-24; Romans 5:12 -19

6. God the Son became man and lived in His world. He is known as the man Jesus Christ who is both truly God and truly man. He was conceived by the Holy Spirit and born of the Virgin Mary.

**Scriptural Basis:** John 1:1-14; Hebrews 4:14-16; Luke 1:35; Isaiah 7:14; Galatians 4:4-5

7. Jesus Christ, the perfect man, died in mercy and grace to reconcile us to the Father. Acting as a substitute, He took on all the sins of humanity and accepted God's sentence of punishment on our behalf. The death of Jesus satisfied God once for all, and because of that He has removed the barrier which had prevented His full relationship with humanity.

**Scriptural Basis:** Isaiah 53:4-11; I Peter 3:18-20; I John 3:4-5; John 1:29; John 3:3-17

8. Completing the work of redemption, Jesus has been bodily raised from death and given all authority. This authority is not recognised by rebellious people but will be clear to all when He returns in person to judge the world.

**Scriptural Basis:** Matthew 28:1-7; 1 Corinthians 15:3-9

9. All people as they commit their lives to Jesus in repentance and faith, are declared righteous by God and restored to their relationship with Him. This conscious commitment is made possible by the work of the Holy Spirit within the individual; it is not based upon one's efforts or merit.

**Scriptural Basis:** Romans 8:9-17; Ephesians 2:8-9; John 1:12-13

10. God, the Holy Spirit lives within everyone who confesses Jesus Christ as Lord. By their personal commitment of faith, believers are born anew, baptised of the Spirit and made alive to God.

**Scriptural Basis:** John 14:15-17; 1 Corinthians 12:12-13; John 16:12-15

11. The Church is the universal Body of all believers who have been made alive to God and indwelt by the Holy Spirit. The Biblical ordinances or practices given by Christ for His Church are Baptism and Communion.

**Scriptural Basis:** Ephesians 1:22-23; Acts 2:37-47; Matthew 28:18-20;  
1 Corinthians 11:23-26 & 12:12-13

12. God expects His people to assemble together regularly in the name of Christ for Bible teaching, thanksgiving, prayer and mutual edification. Spiritual gifts are to be exercised not selfishly or egotistically, but with loving humility in the service of Christ and for the edification of His Church.

**Scriptural Basis:** 1 Corinthians 12-14; Hebrews 10:23-25; Colossians 3:12-17

13. Christian parents are responsible to God for the care, discipline and instruction of their children in the Lord.

**Scriptural Basis:** Deuteronomy 6:1-9; Ephesians 6:1-4

\*\* It is not intended that the College should be used as a platform for issues of contention or denominational bias.