HILLCREST
CHRISTIAN COLLEGE

EMPLOYMENT APPLICATION PACK

Acting Bus Manager

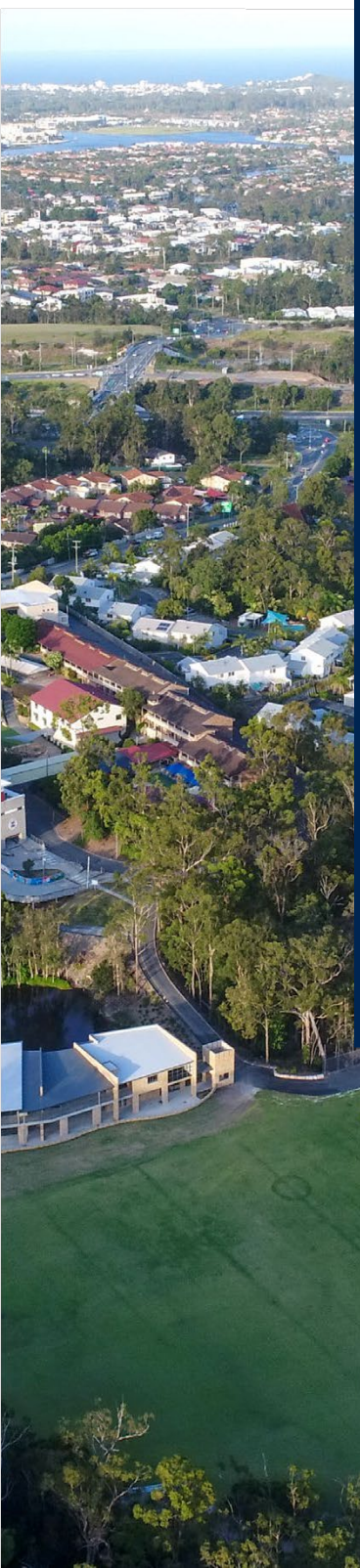
ABOUT
OUR COLLEGE

HISTORY

Hillcrest Christian College is a private, interdenominational, co-educational, day school with over 2,000 students (Pre-Kindy to Year 12) located on the Gold Coast, Queensland, Australia. Catering for both domestic, virtual and international students across 3 contemporary campuses positioned on 10 hectares of natural bushland, Hillcrest Christian College aspires to deliver a world leading, future-focused educational experience, underpinned by a biblical world view.

Hillcrest's founding mission was to provide a holistic Christian education to students of the Gold Coast. Hillcrest continues to operate and teach with this mission, and its vision and values are all based on the Bible.

Hillcrest is so much more than just a College and offers a nurturing environment that upholds our values of 'Excellence in Christ'. Our exceptional Christian teachers are committed to providing the best possible educational experience as they strive to challenge, inspire and maximise every student's potential.



EXCITING JOURNEY

Hillcrest has been on an exciting journey of growth, innovation and change in recent years, as we reimagine 21st Century education, while upholding the core values envisioned by our founders in 1982.

Our classrooms are filled with incredible young men and women imbued with remarkable character and concern for their community, and our campus offers some of the most amazing educational and co-curricular facilities imaginable. We have been blessed beyond measure and give glory to God for all that He continues to do at Hillcrest Christian College.

We are continuing to build our strong community, underpinned by our faith. We are equipping and empowering our people to fulfil their God-given potential.

- We are maximising student opportunities in our digital learning environment.
- We are creating learning programs that reflect innovation, diversity and engagement.
- We are striving to imbue our students with the confidence and skills to excel in modern society.
- We are taking Hillcrest to a new phase, anchored by our commitment to the Great Commission of Christ.

ABOUT THE POSITION

ROLE

We are seeking a dynamic and experienced individual to step into the role of Acting Bus Manager, commencing immediately on a full-time basis, or as otherwise negotiated with successful applicant. This is an exciting opportunity for a motivated professional to lead and manage daily bus operations, ensuring safe, efficient, and reliable transport services.

As the Acting Bus Manager, you will oversee scheduling, staff coordination, compliance with transport regulations, and customer service standards. You will play a key role in maintaining operational excellence and fostering a positive team culture, while ensuring the smooth delivery of services across our network.

This position is ideal for someone with strong leadership skills, a proactive approach to problem-solving, and a commitment to safety and service quality. Previous experience in transport management or a related field is highly desirable.

Full details of the duties and responsibilities for the position are outlined below.

As a community member in College life, the *Acting Bus Manager* will act with the utmost integrity and humility, reflecting their Christian faith and submission to the Lordship of Christ in all they do.

APPLICATION PROCEDURE

How to apply for the position:

1. Complete an Employment Application Form by selecting the 'apply now' link located on the College website: http://www.hillcrest.qld.edu.au/careers. There is provision within this application form to upload your prepared resume and cover letter.

   Note: The application will not be successfully submitted until the resume has been uploaded. An automatic response of the completed submission will be sent to you via email. Please contact us on the email address below should your submission not submit successfully. Applications that are not submitted via the College's website may not be considered or acknowledged.

2. Write a covering letter explaining your motivation in applying for this position. *Maximum* of 1 A4 page (11-point Calibri font)
3. Submit a resume which summarises your education, work history, lists verbal referees, and other skills. (maximum of 4 pages)

   Queries about the position may be directed to the Human Resources Department, via Main Reception on (07) 5593 4226 or via email (employment@hillcrest.qld.edu.au)

CLOSING DATE |4:00PM 6 NOVEMBER 2025

ROLE DESCRIPTION – ACTING BUS MANAGER

All Hillcrest Christian College Staff Members are expected to support the College's Vision, Mission and Values, Christian ethos and cornerstones – God Centred Education; Evangelistic Outreach; Academic Excellence and Personal Integrity through their personal example, interaction with colleagues, students, families and the wider community, and in their leadership and approach to learning in the classroom.

Encourage every student to live a life of purpose, that they would appreciate their unique gifts, celebrate their potential, impact their communities for good, and 'live a life worthy of that which they were called.' (Ephesians 4:1)

VISION

To aspire as an outreach of Reedy Creek Baptist Church and Queensland Baptists, to facilitate a world leading, future-focused educational experience, underpinned by a biblical world view.

MISSION

Our mission is to deliver young people to society who are:

- EDUCATED and prepared for success in their personal, professional and spiritual life.
- EQUIPPED with the knowledge to discern what is good, the skills to demonstrate self-discipline and integrity and the spirit to live with compassion.
- EMPOWERED to commit themselves to action, for a better society.
- ENERGISED to live the truth of the gospel of Jesus in the service of God.

OUR VALUES

INTEGRITY | RESPECT | COURAGE | SERVICE | HUMILITY | DILIGENCE | DISCERNMENT

At Hillcrest, we encourage every student to live a life of purpose, that they would appreciate their unique gifts, celebrate their potential, impact their communities for good, and 'live a life worthy of that which they were called.' (Ephesians 4:1)

CHRISTIAN FAITH, INVOLVEMENT IN AND CONTRIBUTION TO THE COMMUNITY

All Hillcrest Christian College employees have a personal, vibrant Christian faith and regularly attend a local Christian church. Christian values are demonstrated daily in their application to their role, willingness to share their faith and in positive relationships with others. Staff are expected to model, encourage and expound as appropriate the fundamentals of what it means to be a Christian College and what it means to teach from a Christian Worldview. Known for genuine care and loves in the model of Christ.

SKILLS AND EXPECTATIONS

- Be aligned with the College's Vision, Mission, Values, Staff Lifestyle Statement and Statement of Faith.
- Be committed to the vision and leading of the Executive Head of College.
- Actively contribute to the development of a distinctively Christian community within the College and encourage and cultivate a community of trust, respect, understanding and compassion.
- Always honour, respect and uphold the College both personally, in conversation with others and in prayer.
- Commit to all aspects of employment, including professional presentation and behaviour and the completion of tasks within required timeframes.

- Comply with all College policies including Code of Conduct, Workplace Health & Safety, Employment and Child Protection Policies.
- Ability to successfully collaborate with people to ensure a safe, productive and engaging environment is created for all community members.
- Be self-directed, self and situationally aware, innovative, hard-working and motivated whilst maintaining a professional and friendly demeanour.
- Maintain a healthy attitude and enthusiasm; remain consistently positive and optimistic with work tasks, relationships, decisions and processes. A sense of humour is helpful.
- Possess excellent communication skills; be proficient in both verbal and written communication.
- Be self-motivated able to show initiative, think critically and problem solve; take responsibility for originating tasks, new ideas and methods, can think and act without being prompted.
- Be honest; consistently always speak the truth, encourage others to do the same.
- Be persistent; follow through strongly to completion despite setbacks or obstacles.
- Keep confidence, be discrete.
- Be reliable, professional, and dedicated; meet timeframes, consistently work hard, contribute in ways to help others.
- Have a commitment to ongoing learning; remain open to new ways of doing things, accept constructive feedback and pursue personal development opportunities and goals.
- Ability to work independently and can work and as part of a team; effectively cooperate with others and contribute to the performance of shared tasks.
- Excellent organisational and time-management skills. Accurate and work well under pressure; able to organise and complete tasks to an excellent standard in good time without getting overloaded or ineffective when the pressure is high.
- Use IT at a high level to achieve tasks.
- Graciously take on other tasks as necessary to support the Executive Head of College.
- Make decisions about own work within set expectations and guidelines.
- Strong attention to detail.

POSITION OVERVIEW

The Bus Manager plays a crucial role in ensuring the efficient and safe operation of the College transportation network, particularly focused on bus services. This position involves overseeing the daily management of bus fleets, coordinating schedules, and ensuring compliance with safety regulations and maintenance standards. The Bus Manager works closely with drivers and other areas of the College to optimise route planning, reduce operational costs and improve service reliability. They are responsible for managing budgets, analysing student usage data, and implementing strategies to enhance service satisfaction. Additionally, the Bus Manager ensures that all services are aligned with the Colleges' policies, regulatory requirements, and environmental goals contributing to a seamless and sustainable transportation experience.

To support the College's ethos and the cornerstones, demonstrating this through personal example; interaction with colleagues, students, parents, and the wider community, in contributing to the community of the College.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS

- The Hillcrest community, parents, students and staff
- Directly to the Head of College Operations & Improvement
- Ultimately, to the Executive Head of College
- This position receives direction and supervision for day-to-day performance of duties from the Head of College Operations & Improvement

KEY LIASONS

- Students and Staff
- Parents and carers
- External contractors and coaches
- Compliance and Risk Team
- Finance Department
- Heads and Deputies of Community
- External provider and relevant services

QUALIFICATIONS AND EXPERIENCE

- MR (Medium Rigid) class code licence
- Current QLD Driver Authorisation (DA) Note: NSW DA may be required for NSW work
- A successful Driver Safety Assessment Report
- Previous management experience in transport operations, including staff coordination and scheduling highly regarded
- Senior First Aid Certificate (preferred)
- Positive Notice Blue Card (or ability to obtain)
- Right to work in Australia

KEY DUTIES AND RESPONSIBILTIES

In the context of the College's Vision, Mission and Values and overall operation of the College and within the following areas, the Bus Manager will be expected to fulfill the below:

Team Management

- Ensure sufficient staff are employed, inducted and provided with ongoing training to meet the operational demands of morning and afternoon student runs, excursions, sport and other activities as required.
- Ensure strategies are in place to cover unplanned driver absences and leave to ensure continuity and safety of services.
- Lead the team of bus drivers, ensuring their behaviour with members of the College and wider community is positive, friendly and professional.
- Develop and communicate roster to drivers (2 weeks in advance) that ideally does not exceeds 38 hours per week and complies with the National Heavy Vehicle Regulator.
- Set the tone of dress standards and guidelines of drivers.
- Ensure that bus drivers have and maintain the proper skills and licenses for driving. This includes providing the HR Team with copies and details of each bus driver's drivers licence as well as their annual skills test result and feedback from the external driver assessment company.
- Provide all drivers with comprehensive induction and ongoing training covering matters such as routes, working with students and dealing with behavioural issues, reporting of incidents, WH&S matters, first aid (as required), communication etiquette, Roll Call, day to day bus operations, compliance and policy matters.
- Ensure that the pre-start checklist is completed thoroughly and accurately before each bus is used each day.
- Conduct regular department meetings, informing the Head of College Operations and Improvements of any issues that require assistance or escalation.
- Review and approve driver time sheets, before forwarding to the Head of College Operations and Improvements for final approval
- Ensure all members of the Bus team complete their allocated Compliance training by the date set.

- Assist team members to develop annual goals as part of the Growth and Development process, where requested and formally meet with individual team members to discuss progress toward these goals.
- Have conversations with staff who are not meeting expectations. The HR Department and Head of College Operations and Improvements should be aware of any issue and may be involved in such conversations.

Vehicle Maintenance

- Maintain a vehicle maintenance log book for each vehicle that shows regular servicing, maintenance and repairs.
- Manage and maintain all College buses and vehicles, ensuring maintenance and repairs are carried out regularly.
- Ensure that maintenance issues identified in the driver pre-start checklist are rectified in a timely manner.
- Ensure that drivers are informed of the progress on service, repairs and maintenance to be carried out.
- Determine the specifications of new vehicles in consultation with the Head of College Operations and Improvements and Executive Head of College, to meet future demands of the College
- Check the dashcam and onboard cameras in each bus on a weekly basis to ensure they are working correctly.
- Maintain, record and ensure that all registrations, insurances (including Certificate of Insurance) and compliance requirements are current.
- Obtain quotes/processing and ordering bus spare parts etc
- Ensure that each bus is kept clean inside and out.
- Prepare operator accreditation license applications.
- Engage external contractors for specialised repairs and maintenance, ensuring all bus fleet issues are resolved effectively and cost-efficiently.

Customer Service

- On-Call between 4.30am – 5.30pm Monday – Friday
- Positively promote the College through offering the very best in customer service to our community, ensuring all interactions with students, parents and the community are of the highest standard and that all members of the team lead by way of example.
- Ensure bus services meets student and College requirements, within the capacities of the fleet and team.
- Manage the Bus Administration Assistant, as the first point of contact for parental and community enquiries in relation to all bus services.
- Efficiently and professionally deal with complaints, escalating to the Head of College Operations and Improvements or Head of College Business when required.
- Liaise with the Marketing Team in regards to communicating bus operational changes including costs and routes to ensure all members of the community are kept up to date and informed.
- Communicate with the Bus Administration Assistant regarding relevant and timely updates to social media, College website and CONNEX
- Implement and sustain a communications strategy to ensure parents and students are quickly and accurately informed of unusual circumstances such as delayed runs or incidents.
- Organise for route drivers to phone each new family to ensure information is correct/check student medical needs etc (eg. EpiPen)
- Provide a stall at Orientation Day to promote the bus services and assist parents with signing up.
- Oversee, with the help of the Bus Administration Assistant, the application of Roll Call. Engaging with other staff for support in relation to the technology set up, ordering of cards, loading of bus routes etc.

Ensure that the role call application is set up for the RISE program shittle, excursions and weekly sporting fixtures.

- Oversee with the help of the Bus Administration Assistant, the follow up with students and parents/ care givers of the situation who are not regularly tapping on and tapping off with their Student ID card.

Operations and Other Administrative Tasks

- Oversee the efficient and smooth operation of the College bus service, allocating the best suited bus and driver to each booking.
- Obtain quotes for changeover and purchase of new vehicles as directed by the Head of College Operations and Improvements or Executive Head of College
- Monitor the College's fuel cards, ensuring all staff utilising vehicles and the cards are aware of the regulations and terms of use.
- Ensure that the expectations (including wearing a seatbelt) for all passengers travelling on the bus are clear and regularly reinforced.
- Manage bus booking requests from staff and external organisations, and liaise with external organisations to confirm bus booking details, if required.
- Liaise with bus drivers to ensure that they understand the requirements of the bus booking.
- Check Roll-call when each bus is parked up unattended at school for an extended period of time during the day and at the end of each day to ensure that each bus driver has successfully completed the Bus Guardian check in Roll Call.
- Regularly review and amend bus routes as required in accordance with student demographics and the regular catching of student usage data.
- Ride with each driver at least once per term to maintain familiarity with the course, identify areas that could be improved on the route and complete an informal assessment of the drivers ability.
- Coordinating and implementation of buses for the Year 9 RISE experience – up to 4 days per week dependent of term requirements.
- Be up to date with current legislation and policies in regard to bus services, road rules etc. Attend transport conferences and courses related to the industry and professional development.
- Be familiar with the regulations, protocols and documentation required for the lending of buses to external organisations, such as churches, ensuring all drivers (employees and others) have completed the necessary documentation and hold the appropriate qualifications.
- Ensure all incidents and accidents are reported to the Head of College Operations and Improvements and Head of Compliance, Risk and Legal in a timely manner, providing Dash cam footage, photographs, statements from drivers and repair quotes as required.
- Participate in regular driving. This may also include driving for excursions and sports.
- Meet regularly with the Head of College Operations and Improvements and Head of College Business to report on the operations of the department.
- Provide information and feedback to the Finance Department in regard to setting of fares.
- Ensure cleanliness and organisation of Bus HQ Facilities.
- Create requisitions and purchase orders for bus related purchasesReconcile bus credit card through ExpenseMe Pro.
- Participate in budget preparation and forecasting.
- Maintain a budget that shows the operating costs (Registration, insurance, maintenance, fuel) per 5000 km for each bus.
- Manage internal bus recharge. Support budget holders that utilise bus services by completing and submitting internal bus recharges in the first week of every month to the Head of Finance.
- Provide weekly reports including morning arrival times, bus occupancy in the morning and afternoon, bus usage, incidents, maintenance issues to the Head of College Operations and Improvements on a weekly basis. Provide a monthly summary to the Head of College Operations and Improvements to be used in the Board Report.

- Preparation, review and maintaining of documents relating to MSDS, OH&S, etc.
- Provide support to the Head of College Operations and Improvements.
- Maintain and update the chemical register using Chemwatch software, ensuring safe storage, handling, and compliance with relevant workplace health and safety regulations.
- Complete assigned Compliance training within the time allocated.

Other Responsibilities

- Staff are required to be on campus during agreed College hours and attend staff meetings, PD programs and devotions. (Staff are required to sign-out at Reception when leaving the campus during College hours and must sign-in on return.)
- Attendance and punctuality at Staff Devotions is a community priority.
- Notify the College of any changes to personal contact information and provide the College with up to date certifications and copies of relevant certificates.
- Be responsible for ensuring a replacement should you be absent or unable to do you duty for any reason.
- Maintain College facilities and resources including the safe and secure handling and storage of resources.
- Take responsibility for setting standards and community expectations such as language and cleanliness of the College.
- The nature of this position may involve working outside normal hours, on occasion, to meet needs of the College. The College reserves the right to alter this role description, from time to time, in line with student and College needs.

Community Partnerships

- To take responsibility for own personal and professional formation.
- To undertake other responsibilities, as requested, from time to time.

Communication

- Communicate in a timely and accurate way to address issues that may arise from time to time, pertinent to your area of responsibility.

The College reserves the right to alter this role description, from time to time, in line with student and College operational needs.

SELECTION PROCESS

All applicants will be notified of the selection panels' decision within four weeks of the closing date. Only short- listed applicants will be interviewed. Online interviews may be accepted for interstate or international applicants.

The interview will consist of a series of questions, based on determining the capacity of the applicant to fulfil the requirements of the role. Candidates may also be given the opportunity to give examples of how they would handle case scenario situations.

Reference checks may be undertaken at any time throughout the application process. Should you not wish this to happen, please advise in your application.

GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the Hillcrest Christian College Enterprise Agreement 2024. Wages are paid fortnightly into employees' nominated bank account.

The College is a smoke and alcohol-free environment. No smoking or alcohol consumption is permitted on campus or whilst participating in a College activity.

Policies and procedures are in place for College staff, including those required by workplace laws and Worksafe Australia. It is important that these policies and procedures are adhered to by all staff.

All new employees undergo an induction upon commencement of employment.

EXPECTATIONS OF A HILLCREST CHRISTIAN COLLEGE EMPLOYEE

To uphold and promote Our Vision, Our Mission, Our Values, Statement of Faith and Lifestyle Requirements. To demonstrate these values in attitude, communication, work performance and relationships with others.

CHRISTIAN FAITH, INVOLVMENT IN AND CONTRIBUTION TO THE COMMUNITY

All Hillcrest Christian College employees are to have a personal, vibrant Christian faith and regularly attend a local Christian church. Christian values are to be demonstrated daily in their application to their role, willingness to share their faith and in positive relationships with others.

OUR VISION

To aspire, as an outreach of Reedy Creek Baptist Church, to facilitate a world leading, future-focused educational experience; underpinned by a biblical world view.

OUR MISSION

Hillcrest Christian College Teachers and Staff create a positive and caring environment to deliver young people to society who are:

EDUCATED and prepared for success in their personal, professional and spiritual life.

EQUIPPED with the knowledge to discern what is good, the skills to demonstrate self-discipline and integrity and the spirit to live with compassion.

EMPOWERED to commit themselves to action, for a better society.

ENERGISED to live the truth of the gospel of Jesus in the service of God.

OUR CORNERSTONES

Hillcrest was founded upon four Cornerstones, and these fundamental principles continue to guide our College.

EVANGELISTIC OUTREACH

The first Cornerstone of our foundation is our belief that the College has a spiritual ministry to its students and an evangelistic outreach into the community. The most important subject that is taught every day is God and the most important book that is used is the Bible.

Our objectives are to be good stewards of the time that the Lord has given us, to minister to the children in the College, to bring each child to a personal saving knowledge of Jesus Christ, and to train them in the fundamental truths of the faith. This spiritual training is provided in every area of the college life, so that the child is presented with a totally Christian worldview and will come to understand that man's chief end is to glorify God and enjoy Him forever.

'Therefore, go and make disciples of all nations….' Matthew 28:19

GOD-CENTRED EDUCATION

The second Cornerstone of the foundation is our philosophy of education which is God-centred and not man-centred. All knowledge and wisdom have their foundation in the ultimate and absolute standard of truth - the Bible. This standard is to be applied in every textbook in every class and subject by every teacher.

The objective is the production of individuals who are articulate, knowledgeable and of sound character, who know and willingly serve God and are able to make decisions for themselves and function as responsible and free members of a free society. Therefore, the College will address spiritual development as well as the intellectual, social and physical development of students.

'For the Lord gives wisdom, and from His mouth comes knowledge and understanding.' Proverbs 2:6

ACADEMIC EXCELLENCE

The third Cornerstone of the foundation is academic excellence. The College has the responsibility to offer the best in Christian education recognising that it must produce a good product to stay in business.

'Whatever you do, work at it with all your heart, as working for the Lord not for men.' Colossians 3:23

PERSONAL INTEGRITY

The fourth Cornerstone is high personal standards of conduct. We believe that high academic standards are incompatible with low morale, dress and conduct standards. We believe that the Lord called our College into existence and that He will bless our efforts as we adhere to the standards of morals, conduct and dress of which He approves. These standards apply to everyone in the College - students, staff, administrators and board members.

'May integrity and uprightness protect me, because my hope, Lord is in you.' Psalm 25:21

OUR VALUES

INTEGRITY | RESPECT | COURAGE | SERVICE | HUMILITY | DILIGENCE | DISCERNMENT

At Hillcrest, we encourage every student to live a life of purpose, that they would appreciate their unique gifts, celebrate their potential, impact their communities for good, and 'live a life worthy of that which they were called.' (Ephesians 4:1)

INTEGRITY *A good man brings good things out of the good stored up in his heart, and an evil man brings evil thing out of the evil stored up in his heart. Luke 6:45*

- We deliver on our promise to keep Christ at the centre of all that we do.
- We demonstrate sound, moral and ethical principles aligned to our vision, mission and values.
- We strive to do what is right in the eyes of the Lord.

RESPECT *A new command I give you: love one another. As I loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*

- We show respect for ourselves, others, the College and the environment.
- We show love to one another.

COURAGE *Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go. Joshua 1:9*

- We do all things through Him who strengthens us.
- We walk boldly knowing God strengthens us to do what we need to do.
- We have courage because the Lord, Our God is with us wherever we go.

SERVICE – *Instead, whoever wants to become great among you must be your servant … just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many. Matthew 20:26-28*

- We are generous with our time, gifts and talents to help others in need.
- We are servant-hearted in all that we do.

HUMILITY – *Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves. Philippians 2:3*

- We humble ourselves before God.
- We guard our hearts against pride and value others.

DILIGENCE – *Whatever you do, work at it with all your heart, as working for the Lord, not for man. Colossians 3:23*

- We follow through to the best of our ability.
- We strive to seek out the Word of truth in all we do.
- We work with all our heart to fulfil God's mission.

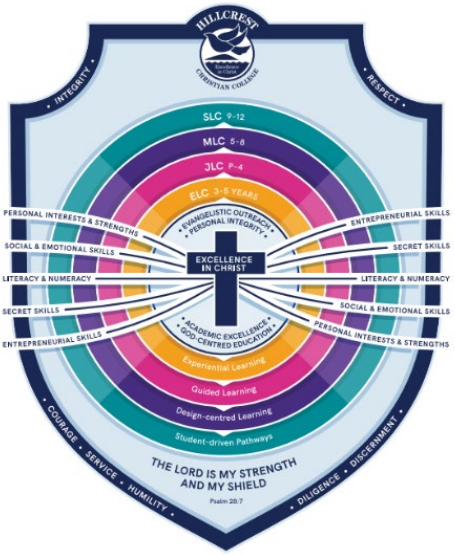
DISCERNMENT – *Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - His good, pleasing and perfect will. Romans 12:2*

- We strive to seek the truth and demonstrate wisdom and insight beyond what is seen and heard.
- We use the lens of the Bible to make wise decisions.

THE SHIELD – A symbolic representation of our teaching and learning

The Hillcrest Shield represents a common understanding of how the College is structured, to reflect the foundations of the beginning, the heritage of the history and the intent for the future. It defines Hillcrest culture and is underpinned by frameworks for age-appropriate ways of working and learning specific to each community: Early Learning Community, Junior Learning Community, Middle Learning Community, Senior Learning Community and International Learning Community; united in a shared, future-focused vision for the College.

Research has shown that teachers are the single most important influence on student learning within the College environment (Hattie, 2012). This research affirms the value that is placed on the ministry of teaching at Hillcrest Christian College. At the heart of this ministry, and at the heart of a successful Christian teacher, is a heart for God and a passion for learning and teaching about His creation. Sustaining this passion requires, not only the energy, skill and intellectual curiosity of the teacher, but also the support of a professional learning community and a clear pedagogical framework underpinned by a biblical foundation.



As we enter a new paradigm where the College has reached student capacity, structural decisions have been implemented to support the learning needs of all children in their journey through the College. From 2021, the College will be divided into four distinct learning phases:

1. Early Learning Community (ELC) for 3-5-year old's
2. Junior Learning Community (JLC) for students in Prep-Year 4
3. Middle Learning Community (MLC) for students in Years 5-8
4. Senior Learning Community (SLC) for students in Years 9-12

The pedagogical intent for each *'Phase of Learning'* was the driving force behind this change. As students' progress with their learning, they require different styles of learning to maximise their growth.

STATEMENT OF FAITH

We believe:

- In the divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.
- There is one God in whom there are three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who in His own sovereign will created the heavens, the earth and all that is contained within the Universe.
- The Lord Jesus Christ is the fraternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us: as man He was God.
- All men are in a fallen, sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.
- That salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.
- It is the Holy Spirit alone who convicts men of sin; leads them to repentance; creates faith within them and regenerates and fills those who believe on the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.
- Christ died for our sins, was buried and the third day rose from the dead: that He appeared to men who touched Him and knew his bodily presence and that He ascended to His Father.
- The Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.
- Those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgement Seat of God to receive His judgment and eternal condemnation to Hell.
- In the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.
- The Church is the Body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers and ministers through the cooperative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ as Head of the Church to order its life without interference from any authority whether civil or ecclesiastical. *
- There are two ordinances instituted by the Lord Jesus Christ: Baptism by immersion of all believers as a prerequisite for church membership;* the Lord's Supper which is a memorial and proclamation of the Lord's death until He returns.

** Variations to these clauses will be accepted to allow for different convictions about these two beliefs.*

LIFESTYLE REQUIREMENTS

- Hillcrest Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Hillcrest Christian College's public and internal documents, both printed and on the school's website, and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required (subject to the provisions of the Anti- Discrimination Act 1991 [the Act]) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.
- All staff of Hillcrest Christian College, regardless of their role, are required to be seen to conduct themselves in the course of, or in connection with their work, in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the School.
- It is a genuine occupational requirement (subject to the provisions of the Anti-Discrimination Act 1991) of Hillcrest Christian College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Hillcrest Christian College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationship, expressed intimately through marriage.
- Staff members are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.

Where any staff member acts contrary to these lifestyle requirements, the Executive Head of College may attempt restoration, counsel, discipline and/or dismiss the employee.

PRIVACY POLICY – EMPLOYMENT COLLECTION NOTICE

- In applying for this position, you will be providing Hillcrest Christian College with personal information. We can be contacted at 21 Bridgman Drive, Reedy Creek, 4227, Queensland, Australia, Telephone: 07 5593 4226.
- If you provide us with personal information, for example, your name and address or information contained on your resume, we will 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.
- The College's Privacy Policy (located on the College website) contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
- We will not disclose this information to a third party without your consent.
- We are required to collect information regarding your suitability to work with children under Queensland Child Protection Law. We may also collect personal information about you in accordance with these laws.
- The College may store personal information in the 'Cloud', which may mean that it resides on servers which are situated outside Australia.
- The School may use online or 'cloud' service providers to store personal information and to provide services to the School 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 server which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
- 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.

HILLCREST CHRISTIAN COLLEGE

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Hillcrest Christian College is an interdenominational ministry of Reedy Creek Baptist Church and is operated by Hillcrest Christian College Ltd.

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