



# BROUGHTON

ANGLICAN COLLEGE

Thank you for your enquiry about the advertised position commencing in 2008. The following information is provided to help you decide whether to proceed with the application.

## GENERAL BACKGROUND

Broughton is a co-educational Anglican school controlled and operated by the Campbelltown Anglican Schools Council. The Council is committed to providing a quality education in a Christian environment. In 2008 there are approximately 1100 students enrolled.

## EDUCATIONAL PHILOSOPHY

The College is part of the outreach ministry of the Anglican parish of St Peter's, Campbelltown. It operates with a definite Christian philosophy of education. Only those committed to this philosophy of education should, therefore, apply. Those seeking positions should be regular, active participants in a Christian congregation.

## PREP – YEAR 12 STRUCTURE

The Headmaster is committed to a Prep – Year 12 approach to education whilst maintaining a sense of belonging and community within our structure. The Deputies of Pastoral Care and Curriculum have the responsibility of developing and overseeing programs for Prep – Year 12.

## BUILDINGS AND EQUIPMENT

The College is located in a beautiful rural setting on spacious 27 hectares with modern facilities, equipment and teaching resources. Planning is underway for setting up a number of rooms with access to the latest communication and information technologies. The College is supported by an active Parents and Friends Association.

## TERMS OF EMPLOYMENT

1. Staff are employed by the Anglican Schools Council under the terms of the Teachers' (Independent School) (State) Award. Appointments are confirmed in writing as required by the Award.
2. Employment may be terminated after four school weeks' notice by either party. The Headmaster reserves the right to dismiss summarily any teacher for incompetence, misrepresentation, neglect of duty of care or any other misconduct.

3. Members of College staff are required to commence the Preliminary Theological Certificate conducted by Moore College, or courses through Sydney Missionary Bible College within two years of appointment.

## **POSITION AVAILABLE**

Please see attached documents.

## **APPLICATIONS**

Those interested in applying for these positions should complete an application form and submit it with their C.V. together with supporting references. Applications without supporting references and certified photocopies of relevant academic transcripts are difficult to consider. Applicants should forward their application to the College at their earliest convenience to enable it to be considered and for interviews to be arranged if required. Applications should be addressed to:

The Headmaster  
Broughton Anglican College  
PO Box 438  
CAMPBELLTOWN NSW 2560



Broughton Anglican College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

### **Collection of Personal Information**

Personal information is collected from applicants to employment positions at the College that is relevant to professional qualifications, skill and work experience. In relation to personal information of job applicants, staff members and contractors, the primary purpose of this collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

### **Use of Personal Information**

This information is used to fill open positions within the College as the need arises. Information provided to the College in respect to an application for employment will be kept by the College for a period of six months, after which the documentation of unsuccessful applicants will be properly disposed of. Applications will not be returned to the applicant, unless specifically requested in writing.

### **Disclosure of information**

From time to time it may be necessary to disclose personal information in the course of the employment process. An example of this may be contacting the referees supplied to provide a work related reference.

### **Management and Security of Personal Information**

Broughton Anglican College will use all reasonable security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from employment applicants. The College has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records. Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and the staff member. Further information can be obtained by contacting the School Bursar or by visiting The Office of the Federal Privacy Commissioner.