



WILLIAM
CAMPBELL
COLLEGE

Employment Information Package

Curriculum and
Policy Developer

Closing Date:
3rd May 2021

Working With Us

William Campbell College is currently being redeveloped to open in 2023, after running successfully from 2010 – 2014 as a purpose-built, Christian Special Assistance School, providing a trauma informed, holistic approach towards the needs of children and young people including education, health, welfare, social, cultural, emotional and spiritual.

William Campbell College is a unique school experience, incorporating agriculture, permaculture and horticulture into every day learning, and is available for children and young people who are unable to attend mainstream schooling. There are many reasons children or young people are unable to attend mainstream schooling including severe behaviour problems, lack of literacy, numeracy skills and intellectual mental health issues that may have emanated from the abuse and neglect suffered in their young lives.

The uniqueness of the school allows for teachers and staff to work in a cohesive manner with staff from William Campbell Foundation, which is our connected not for profit Out of Home Care Service, providing permanency support programs and therapeutic services to children and young people. This allows a greater understanding of the children's trauma and individual needs.

At William Campbell College, we take pride in our respectful and diverse workplace culture, which supports and creates opportunities for Aboriginal and Torres Strait Islander people for the benefit of children, young people, individuals and families. We value the unique skills, experience and knowledge that Aboriginal and Torres Strait Islander people contribute to the workplace, and encourage Aboriginal and Torres Strait Islander people to apply for roles within our organisation.

We are committed to being an equal opportunity employer. All applicants who meet the criteria will receive equal consideration for employment.



About the Role

We are currently taking applications for the position of Curriculum and Policy Developer for William Campbell College. The successful applicant will be passionate about the specific needs of our students and excited about joining our team in the foundational work developing our school.

Key position responsibilities

- Write and review high-quality, age-appropriate curriculum materials and documentation, being conversant with the K- 6 Australian Curriculum in all key learning areas, ensuring all curriculum meet the requirements of the NSW Education Standards Authority.
- Ensure all curriculum content and policies incorporate and support William Campbell College's Christian values.
- Include agriculture, permaculture, aquaculture, music, arts & crafts in all curriculum, to meet the holistic needs of children and young people enrolled at William Campbell College.
- Development and review of Policy and Procedure to support the needs of the College, ensuring all policies meet the requirements of the NSW Education Standards Authority
- Planning and development of resources in preparation for the opening of the school, including appropriate syllabus resources.

How to apply

Please forward:

1. Cover letter
2. Current Resume
3. Responses to below selection criteria
to jobs@wcfoundation.org.au by 3rd May, 2021



**If you have any questions, please contact 1300 000 923
and ask for Donna Jones (WCF Director) or
Sonia Liddicoat (WCF CEO)**

We look forward to receiving your application.

Selection Criteria

1. Please detail your qualifications, relating to Education.
2. Please detail your experience in writing and implementing curriculum for K – 6 in all key learning areas (Please provide samples where possible)
3. Please detail your experience in developing, reviewing and implementing policy in an education setting (Please provide samples where possible)
4. Provide details of your demonstrated adaptable and high-level communication skills, including both verbal and written communication.
5. Provide details of your demonstrated ability to achieve set targets, seek continuous improvement and oversee the quality of documentation, meeting Key Performance Indicators (KPI's).
6. Produce details of your ability to self-motivate and work independently, as well as working cohesively as part of a wider team, in the development of educational framework and structure.
7. Confirmation that you:
 - a. Hold a current and cleared Working with Children Check
 - b. Can provide an NDIS Worker Check prior to commencement.
 - c. Can provide a National Police Check (obtained within the past 12 months)
 - d. Can provide a Full (Unrestricted) Current Drivers Licence
 - e. Have access to two referees from current or previous Managers
 - f. Will provide copies of Transcripts and Certificates detailing qualifications
 - g. Will disclose during interview any information that could impair performance in this position, which should be considered by the panel when assessing applicants.