



ILLAWARRA
CHRISTIAN
EDUCATION



Staff Policy

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Version	Date	Notes
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Authorised By	Date

Version History

Version	Date	Notes
1.0	March 2003	New Illawarra Christian School Policy. Initial Release: concatenation of several policies
1.1	July 2006	Added recognition of prior work experience
1.2	August 2006	Changes to requests to leave; formatted
1.3	June 2008	
1.4	August 2014	Significant update
1.5	July 2015	Minor corrections
2.0	September 2015	Separation of policy from procedures
3.0	December 2015	Major review
3.1	February 2016	Checking of information and updating minor changes
3.2	March 2016	
3.3	July 2016	Changed number of board members needed at interview
3.4	August 2016	Provision for board to appoint full members to replace board members at interviews
3.5	October 2016	Minor revisions
4.0	November 2016	Casuals undergo interview for temporary or permanent positions, replaces ICE with ICS
4.1	October 2016	Reformatting
4.2	January 2020	Change of formatting to include ICS and CCS logos

Illawarra Christian Education (Illawarra Christian School and Calderwood Christian School)
 Mission: In Christ's service to partner with parents in providing a quality Christian Education
 founded on the Word of God.

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1 INTRODUCTION

References to Illawarra Christian Education below include reference to its schools.

The aim of Illawarra Christian Education (ICE) is to educate all its students in the fear of the Lord and to provide them with the educational and life skills to honour God in all they do and say. These aspects of life are mutually dependent for a full and godly life. The parents/carers and staff of ICE are the central hub of this process and each of their God-given gifts, talents and abilities are used to nurture and educate the students with a biblical worldview. It is absolutely critical that the parents and staff of ICE work in partnership to meet the challenge God has placed before them. The communication between parents/carers and staff must be open and consultative to enable the students to reach their God given potential.

The Bible always envisages that human beings will work 'for a living'. The creation accounts see work as both necessary and part of God's plan (Genesis 1:28; 2:15). Humankind's dominion and stewardship mean that we will have to expend energy to tend the world God has created. The fall changes the character of the work but not its necessity. Work becomes toil, the ground that yielded fruit easily now gives it up only through hard work and 'painful toil' (Genesis 3:17-19). Throughout Scripture work is highly valued and represents the right and proper use of the gifts that God has given to all people. There is a real sense in which the work of the believer is cooperating with God in His work in the world. However, we find our true fulfilment and ultimate satisfaction not in work in itself but in worship of the creator God which is what all true work is.

Thus employees bring their gifts to their work in the employment situation. For Christians this is to be part of their service to God and part of the redemption of all things that there is in Christ Jesus. In the situation where both the worker and the employer are Christian then they need first to see themselves as labourers together in the work of Christ. The normal pattern of Christian relationships, which can be summed up in the word "love", is then to be worked out in all of what is done in a Christian workplace. This will mean that there is a mutuality where all are working for the good of one another and in service to God.

In our Christian Schools, then, we will in our relationships with employees be seeking first to implement Godly relationships in all that we do, second to work out God's will in the educational task and further, to extend God's kingdom in the world with a view to the honour and glory of our Lord.

Therefore, at Illawarra Christian Education schools we will seek, with God's help, to:

- care for staff in a manner that reflects Christ's love for his people (John 13:34-35).
- ensure that staff work in partnership with parents, recognising the primary role of parents in the education of their children.
- encourage mutual loyalty in the work environment reflecting the faithfulness of God (Philippians 2:3-4).
- strive toward the common goal of educating children in God's ways (Deuteronomy 6:1-9).
- develop the gifts and abilities of all members of the staff so that they might serve the community better and thus bring glory to God (1 Peter 4:10-11).

- recognise that God graciously grants spiritual gifts to all people in his service, and that while one gift may be more applicable in a given situation, all gifts are equally of God and deserve equal honour (1 Peter 4:10-11).
- as individuals, whether ‘employers’ or ‘employees’, give the mutual respect due to brothers and sisters in Christ (Ephesians 5:21).
- recognise that all relationships in a Christian community are always to be characterised by self-giving love, and other-person-centred service.
- work always with the principle that what the Lord requires of us is to seek justice, to love mercy and to walk humbly with Him (Micah 6:8).
- put into practice the New Testament ideals which Paul and Peter elucidate in their writings on slaves and slave owners (Ephesians 6:5-9; Colossians 3:22-4:1; Titus 2:9-10; 1 Peter 2:18).

Work is “the expenditure of energy (manual or mental or both) in the service of others, which brings fulfilment to the worker, benefit to the community, and glory to God.” – John Stott

“God himself will milk the cows through him whose vocation that is. He who engages in the lowliness of his work performs God’s work, be he lad or king. To give one’s office proper care is not selfishness. Devotion to office is devotion to love, because it is by God’s own ordering that the work of the office is always dedicated to the well-being of one’s neighbour. Care for one’s office is, in its very frame of reference on earth, participation in God’s own care for human beings” – Luther

2 CHRISTIAN RATIONALE

“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” - Colossians 3:23 (HCSB)

3 PURPOSE OF THIS DOCUMENT

This Staff Policy is designed to provide the framework in which the procedures and processes for the advertising, interviewing, employment and care of the ICE staff are implemented. As a Christian community, under the sovereignty of God, this policy sets out our biblical basis for why and how we are to achieve the goal before us. God will be honoured by the way in which positions are advertised, the media that are used, the care and criteria used for the culling of applicants, the manner and way in which interviewing and decision making is carried out, and the timing and manner in which the whole process is handled. God will also be honoured by the way in which the staff of ICE are then cared for and nurtured as they carry out the tasks before them.

God requires that as a community we are to encourage one another to attain fullness in Jesus and to share the gospel throughout the world. It is with this ultimate aim in mind that the ICE Staff Policy is founded. With God as the inspiration and focus, this policy provides the guidelines on selection, employment, caring and discipline of staff so that God and all his people will be glorified and honoured.

“To the Jews who had believed him, Jesus said, “If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free.” – John 8:31-32

4 PASTORAL CARE OF STAFF

Within the context of the covenant Christian community that is Illawarra Christian Education, it is the responsibility of the Board to provide for the pastoral care of ICE's staff as it applies to their functioning within the school. Such pastoral care needs to recognise the distinctively Christian character of the school community as expressed in the Educational Creed, the Curriculum Preamble and other approved school policies and documents. The details of the scope of the Board's duties in regard to Pastoral Care are outlined in the accompanying document,

[Pastoral Care of Staff](#)

<https://drive.google.com/a/ics.nsw.edu.au/file/d/0B9u05JjTzImYM3IDeGNDREFnOWM/view?usp=sharing>

5 EMPLOYMENT OF STAFF

The selection of appropriately qualified Christian staff is paramount to the ICE's task of providing an education that is Christ-centred, Bible-based and academically excellent (2 Timothy 2:2).

It is therefore imperative that the whole process of staff selection and appointment is undertaken with due care, prayer and diligence. The details of the employment process are outlined in the accompanying document,

[Employment Procedures for Staff at Illawarra Christian Education.](#)

https://drive.google.com/open?id=0BxKW1G1aesZ_SEF1aXFCRS1OZ2s

No new employee may be appointed to a staff position at an ICE school without first being interviewed. There must be a minimum of two board members and a principal present at any interview for a permanent or temporary position. A majority of the board members and principal(s) must agree on the applicant's agreement with the Constitution and Educational Creed, and consistency with the Christian ethos of ICE.

The Board may appoint one or more suitably qualified and experienced full members of the Association to replace a Board member in situations where insufficient Board members are available for an interview.

There must be at least a principal and one other staff member present at any interview for a casual position. Casual staff applying for a temporary or permanent position, who have not previously been approved for employment by a panel including two or more board members (as above) must undergo the normal interview process for such a position.

6 STAFF EMPLOYMENT AND TERMS OF CONDITION

6.1 Introduction

Terms and Conditions of employment for employees at ICE are determined by:

- Common law
- State and Commonwealth Industrial legislation

- State and Commonwealth Awards and Agreements
- the Contract of Employment with ICE
- other agreements between individual staff members and ICE

It is the responsibility of the Operations Manager to be aware of the requirements and obligations of common law and government legislation, awards and agreements.

Each staff member is required to sign a Contract of Employment with ICE. The contract aims to:

- ensure that staff agree with the Constitution and Educational Creed of ICE
- outline the staff member's obligations to the ICE
- outline the ICE's obligations to the staff member

Other documented agreements may be made between individual staff members and ICE.

6.2 Association Membership

Each staff member is strongly encouraged to be an active member of the Association. It will add value to your employment and allows you to contribute towards ICE at a greater level. Staff are immediately eligible to be an associate member, and may apply to become a full Association member after twelve months. However, a member of Staff is not permitted to serve as a Director on the Board.

6.3 Relevant Awards

Staff salaries and conditions shall be in accordance with relevant industrial awards or agreements where applicable. Salaries and conditions for staff not covered by awards will be by negotiation keeping in mind relevant industrial legislation.

6.4 Probation

Every new permanent staff member will be required to complete a six-month probationary period. At the end of that period the Executive Principal will inform the Board regarding the suitability of the staff member for continued employment, concluding with their position being either continued successful employment or termination. After 3 months of probation, staff will be notified of their progress.

6.5 Job Descriptions

Every staff member will have a job description that outlines their roles, responsibilities and authorities.

6.6 Requests for Leave

Requests for long service leave and leave without pay must be made on the appropriate form to the relevant Campus Principal or the Operations Manager in the case of the Business Centre staff. Application requests for long service leave should be 3 months in advance. For leave without pay, the Campus Principal is delegated the authority to

approve requests for their respective staff. The details of the leave application process are outlined in the accompanying document,

[Leave Application Procedures at Illawarra Christian Education.](#)

https://drive.google.com/open?id=0BxKW1G1aesz_TjQ3V3dYVU9zcTA

6.7 Variations to Terms and Agreements

The following variations to terms and conditions may be agreed between individual staff members and the Executive Principal/Operations Manager:

- variations to superannuation contributions
- salary sacrifice options: Technology/Car

All other variations must be approved by the Executive Principal and must be consistent with this policy, the Award and relevant legislation, and if not consistent must be approved by the Board.

6.8 Recognition of Prior Work and Learning

All teachers at Illawarra Christian Education are employed under the NSW Christian Schools General Staff Multi-Enterprise Agreement which does not specifically recognise prior work experience and learning. Each case will be considered on its own merit, as the prior work should be relevant to the current employment.

Further explanation of this recognition can be found in the

[Recognition of Prior Work Experience and Learning.](#)

<https://drive.google.com/file/d/0B9u05JtZlmYRWpqchZqVIRIV2s/view>

6.9 Appraisal of Staff

All staff shall be appraised, at least annually, by their immediate supervisor or as delegated by the Executive Principal or Campus Principal.

The Executive Principal shall be appraised annually by the Board, according to the terms outlined in his / her employment contract.

7 PROFESSIONAL DEVELOPMENT OF STAFF

7.1 Introduction

It is a requirement of the Board that the Schools Executive Team develop and implement a professional development program for all staff. This program is designed to meet the career needs of individual staff members and the educational needs of the schools.

Staff are required to meet the inherent conditions of employment including maintaining compliance to any relevant accreditation relating to the employed position. It is seen as particularly valuable for staff to undertake postgraduate studies in Christian education through institutions such as the National Institute for Christian Education. It is recognised

that not all members of staff will participate in all aspects of the professional development program each year. It is the responsibility of the Campus Principal (for education staff) and the Operations Manager (for administration staff) to ensure that staff participate in a range and frequency of professional development activities to meet the aims of the program.

Each member of staff will participate in a formal program, at least annually, where both the staff member and the Schools Executive identify development needs and appropriate development opportunities, strategies and training components. The details of the professional development process are outlined in the accompanying document,

[Professional Development of Staff Procedures at Illawarra Christian Education.](#)

https://drive.google.com/file/d/0BxKW1G1aesz_V3hnSkJYRTFvekk/view

Part time staff will be required to undertake professional development on a pro rata basis, which will be determined by the principal not by the annual school timetable.

7.2 Staff Professional Training Days

Unless otherwise agreed with the Campus Principal, all staff are required to attend all designated Staff Professional Development Days. It is an expectation that all staff will attend such professional development.

7.3 Further Learning and Professional Development

Staff will be responsible for their own further professional and spiritual development under the guidance of the Principal. At each school's discretion, staff will be given the opportunity to undertake professional development activities, at the school's expense, that they consider appropriate, where the Principal agrees these would be of benefit to both the staff member's spiritual and professional development and the development of ICE.

7.4 Discipline Of Staff

The discipline process must be "fair" to ensure that there is a thorough investigative procedure and that staff and Board fully understand the process, and are aware of their rights and obligations to God, to the school community, and to the law. The discipline process must demonstrate the school's responsibility for the pastoral care of staff. The discipline process must also be "legally sound", incorporating due regard to relevant legislation. The details of the discipline process are outlined in the accompanying document,

[Discipline of Staff Procedures at Illawarra Christian Education.](#)

https://drive.google.com/file/d/0BxKW1G1aesz_N0JpdWJ5WGJqUHc/view

(This document also includes procedures for Termination of Employment)

7.5 Termination of Employment - Involuntary Termination

Termination of employment is implemented only as a last resort and after all other avenues have been exhausted and all steps in the section "Discipline of Staff" have been followed and implemented.

"Termination of Employment" is followed only when grounds for termination have already been determined, and is not to be used to determine if an employee should have their employment terminated.

Responsibility for termination of staff lies solely with the Board of Directors, as specified in the Constitution section 11.e.ii.

In terminating the employment of a member of staff the Board must ensure that:

- The manner in which the termination is conducted reflects, and complies with, the Christian Ethos on which Illawarra Christian Education is founded
- The staff member is dealt with in a fair and equitable manner
- All due diligence has been complied with
- Relevant laws and Acts have been complied with

