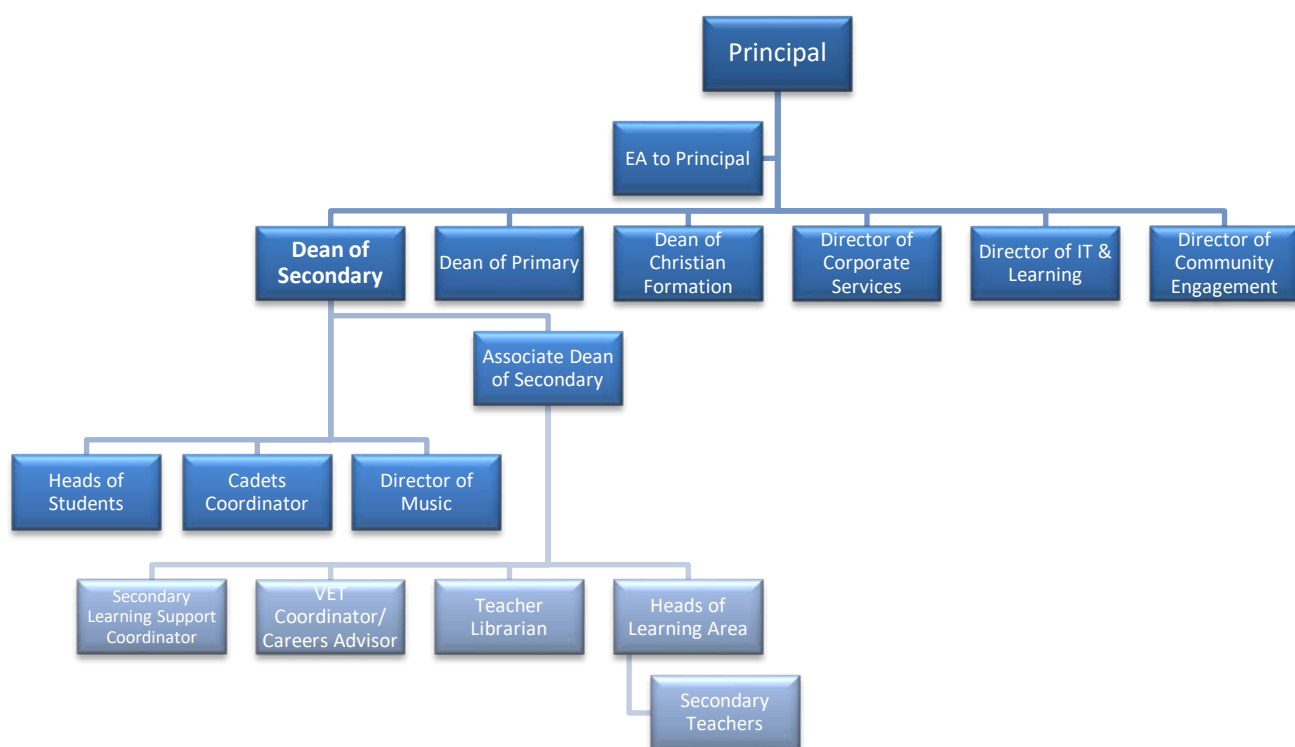




**KINGSWAY**  
CHRISTIAN COLLEGE  
**POSITION DESCRIPTION**  
**DEAN OF SECONDARY**

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Position Created	July 2020	Authorised: Principal	Signed:
Position Reviewed			



KINGSWAY  
CHRISTIAN COLLEGE

## POSITION DESCRIPTION DEAN OF SECONDARY

### Section 1. School Identification

**School Name:** Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

**Location:** 157 Kingsway, Darch 6065, Western Australia

### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values, which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### Section 3. The Position

<b>Title:</b>	Dean of Secondary
<b>Department:</b>	Senior Leadership Team
<b>Workload:</b>	Full time
<b>Tenure:</b>	Fixed term appointment (5 years), with the possibility of an extension for an additional 5 years, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

### Section 4. Remuneration Terms and Conditions

Individual Letter of Appointment

### Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation (Staff and Students), Director of Community Engagement and the Director of Information Technology and Learning.

The Dean of Secondary position reports to the Principal.

**Direct Reports from:**

- Associate Dean of Secondary
- Heads of Students (Years 7-8; 9-10; 11-12)
- Cadets Coordinator
- Director of Music

**Other Relationships:**

- Dean of Christian Formation
- College Chaplains
- Heads of Learning Areas
- Director of Corporate Services
- Dean of Primary
- Associate Dean of Primary
- Director of Community Engagement
- Director of Information Technology & Learning
- Human Resources Manager

**Secondary Management Team**

The Dean of Secondary is a member of the Secondary Management Team which provides leadership to the College with respect to broader Secondary issues and consists of the Principal, Dean of Secondary, Associate Dean of Secondary, Heads of Students, and Heads of Learning Areas.

**Extended Pastoral Team**

The Dean of Secondary chairs the Extended Pastoral Team which is responsible for conducting case management of students at risk, identifying patterns of absenteeism, putting into place strategies, and liaising as required with external agencies. The Extended Pastoral Team consists of the Dean of Secondary, Heads of Students, Dean of Christian Formation (Staff and Students) and the College Chaplains.

## **Section 6. Duties and Responsibilities**

**Role**

The Dean of Secondary at Kingsway Christian College plays an active and leading role in the pastoral care, welfare and discipline of secondary school students from years 7 to 12.

**Leadership Responsibilities:**

- Provide strategic leadership through membership and participation on the Senior Leadership Team.
- Provide oversight of secondary curriculum.
- Provide oversight and management of all secondary pastoral matters.
- Provides leadership and oversight to the Heads of Students in their roles of Student Management and Pastoral Care.

**Christian Leadership**

The Dean of Secondary:

- Openly affirms and practises the Christian faith.
- Demonstrates a Christian approach in interactions with others.
- Promotes and promulgates the core values of the College.
- Supports, implements and monitors a Christ-centred curriculum which enables students to learn a Christian perspective of the world.

- Promotes and models a code of ethics which embraces diversity, integrity and the dignity of all people.
- Demonstrates the ability to make decisions within an ethical context.
- Demonstrates team oriented, collegial and collaborative Christian leadership.

## **KEY RESPONSIBILITY AREAS**

### **General Leadership**

- As a strategic leader in the College, the Dean of Secondary will:
  - be innovative and creative in thought, and remain abreast of current educational and leadership research, particularly in the areas of pastoral care and behaviour management;
  - drive operational decision-making processes and effectively manage the pastoral care and behaviour management of secondary school students, ensuring that initiatives are regularly reviewed and in alignment with the College strategy and ethos.
- Develops and implements College policies and procedures regarding pastoral matters and behaviour management, consistent with the ethos of the College.

### **Curriculum Oversight**

- Provides leadership to the Associate Dean of Secondary with respect to all areas of Secondary curriculum;
- oversees the educational, curriculum, pedagogical and assessment philosophies and frameworks ensuring consistency with the College ethos.

### **Pastoral Oversight**

- Ensures that the College delivers the highest standard of pastoral care to secondary students and families, in liaison with the Dean of Christian Formation (Staff and Students) and the College Chaplains;
- encourages and maintains high levels of morale, goodwill and cohesiveness among secondary students;
- monitors and manages secondary student conduct and behaviour on and off-site, including before and after school movements;
- makes recommendations to the Principal regarding the suspension or exclusion of secondary students;
- ensures high standards of documentation are maintained on matters relating to secondary student management;
- monitors and maintains the highest standards for secondary student attire and appearance;
- assists the Heads of Students in maintaining a safe, positive, harmonious and disciplined secondary school environment;
- in liaison with the Principal, develops and implements a range of proactive programmes for secondary students;
- liaises with outside agencies and all stakeholders relating to the pastoral care and behaviour management of secondary students as required;
- liaises with Heads of Students with respect to transition programs for new students and Year 7 students;
- oversees the Heads of Students responsible for providing support and care to International Students;
- assists secondary students and families in crisis times or prolonged illness or injury, ensuring regular communication with the Principal, the College Chaplains and other stakeholders.

### **Secondary Events**

- Has responsibility for the full and effective development and implementation of the College House System and Colours System including:

- Coordinating student House leaders;
- Chair Student Leadership Council;
- Allocation of new secondary students to Houses and Forms;
- Dissemination of information to the Secondary Management Team and Secondary teachers as required;
- Provide oversight for Student Leadership lunch-time activities as required.
- assists, supervises and attends after-school-hours events, activities, camps and functions of the Secondary School.

### **Secondary Staff**

- Ensures secondary school teachers have an understanding of the Student Management policies and procedures;
- oversee yard duty rosters and monitor secondary teacher adherence to the roster;
- in cooperation and conjunction with the Heads of Learning Area, proactively supports secondary school teachers experiencing classroom management problems;
- ensures that all secondary staff maintain high standards and are consistent in their application of pastoral care, discipline and uniform policies and procedures;
- in conjunction with the Associate Dean of Secondary conducts performance management of secondary teaching staff where required.

### **Parents**

- Proactively initiates and monitors communication between the College and parents regarding pastoral care and behaviour management, in conjunction with Heads of Students and Dean of Christian Formation;
- assists the Principal with secondary student parent meetings and functions as required;
- manages parent concerns and issues, including the investigation and resolution of grievances or complaints;
- in conjunction with the Dean of Christian Formation and the College Chaplains, provides pastoral care, support and educational programmes to parents where appropriate;
- is proactive in organising meetings with parents, individual secondary students and/or the College Chaplains in order to pre-empt pastoral care and/or discipline problems.

### **Occupational Health and Safety**

- Undertake and apply Occupational Health and Safety requirements in the workplace.

## **Section 7. Selection Criteria**

### **Pre-requisites**

1. As a minimum to meet the Professional Standards for Teachers in Western Australia, as set down by the Teacher Registration Board of WA (TRBWA) and hold current registration.
2. To have or obtain a valid Department of Education Criminal History Clearance (no more than 3 months old) prior to commencement of employment.
3. To have or have ability to provide a current and valid Working With Children Check Card.
4. To provide a written reference from your Church pastor/minister.
5. Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or appropriate visa details.

### **Essential**

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.

2. Supportive of the aims, principles and tenets of the Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. Fully committed and supportive of the expansion of Christ-centred education with a demonstrated understanding of curriculum requirements.
4. Demonstrate a commitment to developing and providing quality and innovative Pastoral Care within the College ethos.
5. Demonstrated ability to work with parents, teachers and students in a diverse community to develop a learning/pastoral environment that fosters creativity and excellence.
6. Demonstrated ability to work collaboratively with teachers, students and parents in the provision of effective Pastoral Care.
7. Demonstrated ability to develop and maintain an effective behaviour management framework across the secondary school.
8. An inspiring leader with the demonstrated ability to initiate and manage change and to work independently with initiative and within a team environment.
9. Demonstrated achievement as an educational leader particularly in a Christian school community.
10. Outstanding inter-personal, and communication skills with a demonstrated capacity to build rapport and interact positively across all levels of the College community.
11. An able administrator with the capacity to use strategic thinking and analytical skills to contribute to educational outcomes of secondary school students.

## **Section 8. Application**

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au).

**Applications must include a completed Teacher Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.**

**Applications Close: 12 noon, Wednesday 15 July 2020**

**Peter Burton  
Principal  
July 2020**