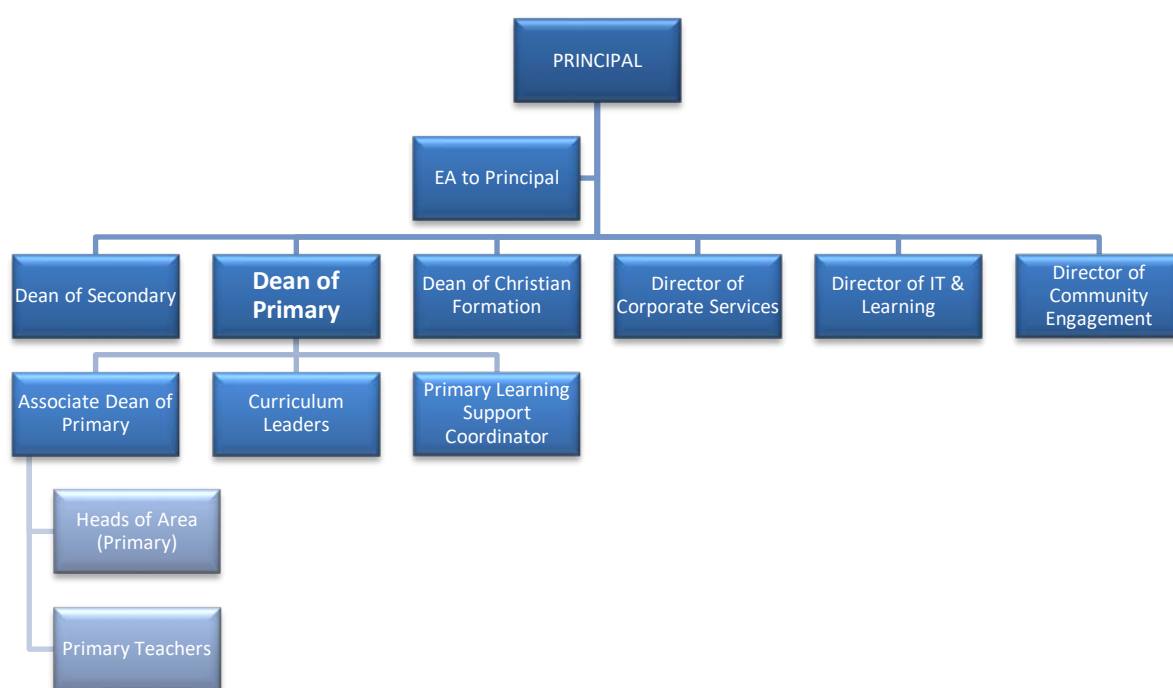


Schedule 1



KINGSWAY CHRISTIAN COLLEGE POSITION DESCRIPTION DEAN OF PRIMARY



Created:	July 2020	Authorised by: Principal	Signed:
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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION DEAN OF PRIMARY

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

Title

Dean of Primary

Department

Senior Leadership Team

Workload

Full time

Tenure

Fixed term appointment (5 years)

This is a fixed term 5 year contract (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 the 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 Primary reports to the Principal.

Direct Reports:

- Associate Dean of Primary
- Curriculum Leaders
- Primary Learning Support Coordinator

Other Relationships:

- Director of Corporate Services
- Director of Community Engagement
- Director of Information Technology and Learning
- Dean of Secondary
- Associate Dean of Secondary
- Finance Manager
- Human Resources Manager

Primary Management Team

The Dean of Primary is a member of the Primary Management Team, which meets fortnightly and consists of the Principal, Dean of Primary and the Associate Dean of Primary.

Section 6. Responsibilities and Duties

The Role

The Dean of Primary at Kingsway Christian College is the academic leader of the primary school from Kindergarten to Year 6. The primary focus of the role is to provide academic stewardship and analysis, to enable the students of the College to learn, develop and excel in an environment that is focussed on Christian values and academic challenge, ensuring their successful academic transition from primary school to secondary school.

The Dean of Primary works collaboratively with the Associate Dean of Primary in matters related to the day to day operations of the Primary School, including general administration, the assignment of relief staff, and timetabling.

Leadership Responsibilities

- Provide strategic leadership through membership and participation on the Senior Leadership Team.
- Provide oversight and management of primary curriculum.
- Provide oversight of primary pastoral matters.

KEY RESPONSIBILITY AREAS

Christian Leadership

The Dean of Primary:

- Openly affirms and practises the Christian faith;
- Demonstrates a Christian approach in interactions with others;

- Promotes and promulgates the core values and ethos 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.

Educational Leadership

- Translate the mission, vision and values of the College into measurable key outcomes;
- Manage and develop all academic requirements from Kindergarten to Year 6;
- Identify opportunities for the College Mission, Vision and Values to be embedded within the Primary School curriculum, to develop teaching and learning programmes that:
 - Enable students to achieve excellence in learning, behaviour, and Christian development;
 - effectively and creatively cater for the diverse needs of learners
 - develop and educate the whole person;
 - develop students who will make a difference in our world.
 - provide multiple ways to engage students interest and motivation
 - utilise a range of teaching and learning methods.
- Identify and implement evidence-based, authentic pedagogy across the Primary School year levels;
- In collaboration with other stakeholders, develop and manage the Primary School academic timetable.

Primary School Staff Management

- Provide strategic leadership for all academic staff to ensure the College maintains its academic excellence;
- Oversight and direction of primary staff matters as necessary, including the
 - preparation and supervision of the duty roster;
 - preparation of agendas for primary staff meetings;
 - leading of primary staff meetings;
 - arrangement of assemblies, house meetings, carnivals and competitions.
- Participation in Primary staff selection panel interviews as required;
- Communicate to all Primary staff that continuous learning is an expectation of their role and support them in identifying opportunities for ongoing professional development.

School community relationships

- Develop and maintain a learning environment that promotes collaborative problem solving and open communication between the College, students and their parents in order to effectively engage and involve parents in the learning outcomes of their children;
- Oversight of the supervision and discipline of primary school students;
- Provide support to the Associate Dean of Primary in providing counsel for Primary School students and their families as required.

Curriculum Management

- Develop innovative and functional curriculum programmes and structures for the Primary School in alignment with the Western Australian Curriculum and College Mission, Vision and Values and the strategic goals;
- Guide Primary Teaching staff to deliver appropriate curriculum relevant to the individual learning needs of the students and to Christ centred education;

- Ensure NCCD process is accurate, ongoing and complies with regulatory authorities;
- Initiate, supervise and co-ordinate syllabus planning in line with the curriculum development, including the review and evaluation of teacher programmes;
- Develop and implement Primary school curriculum policies;
- Collect relevant and informative data which helps improve teaching and learning activities, assessment, recording and assists in school reporting cycles;
- Provides analysis of student achievement data and develops, plans and implements improvement strategies;
- Provide instructions and guidelines for choice pedagogy, textbooks, web-based learning programmes, developmental programmes and placement of learnings in programmes;
- Liaise and consult with relevant educational agencies (e.g. AISWA) regarding school curricula and co-curricular activities and investigate appropriate professional and curriculum development opportunities for staff;
- Provide support for the individual student's continuity of learning and effective progression of achievement;
- Determine, in consultation with the relevant teachers, what advice to provide to parents regarding progress of students from class to class.

Assessment

- In collaboration with Curriculum Leaders and the Primary Learning Support Coordinator, identify observable indicators in teaching programmes and classroom teaching that demonstrated the desired outcomes;
- Manage Kindergarten to Year 6 assessment programmes;
- Ensure that assessments involve higher-order thinking and explanation;
- Manage the Primary School student reporting process and Ensure timely reporting for the Primary school;
- Create and model practices, policies and structures that proactively problem solve identified gaps in learning;
- Manage the continual monitoring of student achievement and progress against assessment standards with a view to continuous improvement.

Operational

- Contribute to the formulation of the Primary school's policies and procedures concerning resource management;
- Allocate, control and account for those financial and material resources provided within the Primary budget.

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. 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 and the implementation of an integrated Christian curriculum within the College.
4. Demonstrated achievement as an educational leader particularly in a Christian school community.
5. High level interpersonal and communication skills, with the capacity to develop and sustain productive relationships within and beyond the College community.
6. Proven ability to manage, lead and inspire staff to achieve high standards of student academic performance and provide staff with development opportunities for continual performance improvement.
7. Strategic thinking and analytical skills to contribute to organisational strategy and operations that support learning and teaching outcomes.
8. Demonstrated ability and experience in the development of policies, programs, support structures and initiatives.

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.

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**