



POSITION DESCRIPTION PRIMARY TEACHER

Document Control and Change History.

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Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.) located at 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 fully committed to the protection of children, 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, incorporating an Employee Assistance Program.

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

Primary Teacher

Section/Department/Learning Area

Primary (Upper Primary)

Tenure & Workload

Full-time appointment, commencing Term 1, 2023. This is a permanent position, 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

KCEA Inc. Teachers Enterprise Bargaining Agreement 2014-2017.

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 Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

Primary teaching staff report to the Heads of Area (Primary) for all aspects of teaching and curriculum, and performance management.

Section 6. Duties and Christian Practices

General Teacher Duties

Educational

- teaching duties;
- conducting devotions;
- attend staff meetings or professional learning teams – one afternoon per week;
- professional development including education seminars and conference; and
- curriculum development.

Administrative

- maintaining student records;
- interviews with parents and/or teachers;
- parent/teacher meetings;
- completing teaching programs for each term;
- completing associated administrative tasks; and
- managing classroom budget.

Recreational – organise, assist and/or supervise:

- sporting events;
- excursions, outings and/or camps;
- performance events such as plays or choirs; and
- transport to and from such activities.

Miscellaneous

- playground supervision;
- prayer meetings;
- enforcing the students' uniform code;
- activities and socials associated with the year group; and
- other activities consistent with the educational task of the College.

Extra-curricular commitment

- a minimum of 40 pro-rata hours per year to undertake activities.

Section 7. Selection Criteria

Pre-requisites

1. Current registration with the Teacher Registration Board of Western Australia (TRBWA).
2. Have or obtain a valid Criminal History Clearance (no more than 3 months old).
3. Have or have ability to provide a current and valid Working With Children Check Card.
4. Written reference from your Church Pastor/Minister.

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 Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. Hold academic teaching qualifications that meet the Department of Education requirements and experience as a primary school teacher, delivering the Western Australian Curriculum.
4. Demonstrated commitment to personal growth, education and welfare of students.
5. Able to demonstrate inter-personal and problem solving skills, and effective communication and conflict resolution skills in dealing with students, parents and staff.
6. Be an innovative, resourceful and enthusiastic teacher and leader.
7. Demonstrated familiarity with a variety of teaching and learning strategies to meet students' needs and course objectives.
8. Proficient and experienced in ICT and the Microsoft Office Suite.
9. Have an understanding of Christian Education.
10. Have a range of professional strengths, abilities and interests, able to enhance the learning program.

Section 8. Application

For full details please visit the College [website](#) or contact the HR Manager on 9302 8777 or 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, Thursday 18 August 2022

**Peter Burton
Principal
August 2022**