

Schedule 1



POSITION DESCRIPTION RELIEF TEACHERS – PRIMARY SCHOOL

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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION RELIEF TEACHERS – PRIMARY SCHOOL

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

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. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

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

Relief Teacher

Section/Department/Learning Area

Primary

Tenure & Workload

Casual

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

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

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;
- ensuring the student uniform code is upheld;
- 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. Working With Children Check clearance.
3. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
4. Written reference from Church Pastor/Minister.
5. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
6. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
7. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

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

Section 8. Application

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Teacher Application Form
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Peter Burton
Principal
May 2025