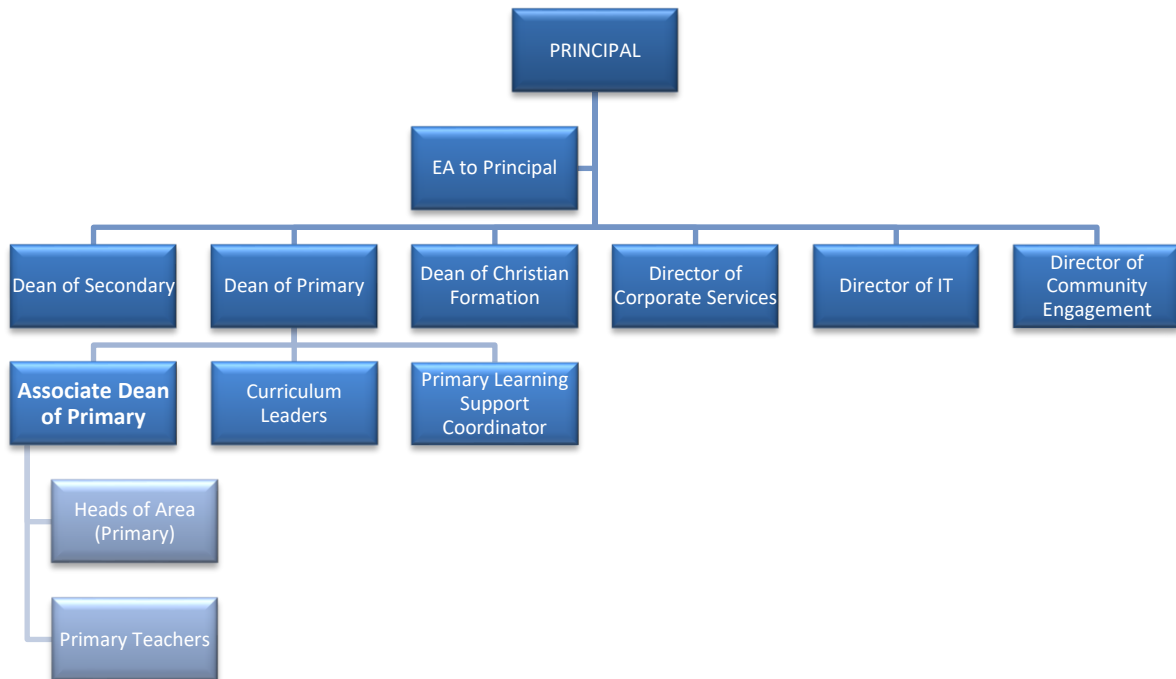


Schedule 1



**KINGSWAY**  
CHRISTIAN COLLEGE  
**POSITION DESCRIPTION**  
**ASSOCIATE DEAN OF PRIMARY**

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**KINGSWAY**  
CHRISTIAN COLLEGE

## **POSITION DESCRIPTION ASSOCIATE DEAN OF PRIMARY**

### **Section 1. School Identification**

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

### **Section 2. About Kingsway Christian College**

Kingsway Christian College is a Christ-centred learning community built on a strong Christian foundation. Our students are encouraged to pursue excellence, develop their God-given gifts and leave the College with optimism, purpose and a desire to serve others.

Staff at Kingsway are valued members of a collaborative and supportive community. They are committed to academic excellence, continuous improvement and using their skills and gifts to bring out the best in themselves and those around them. Supported by quality facilities, technology and resources, staff contribute to a learning environment that encourages creativity, innovation and strong relationships. Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, and Employee Assistance Programme.

The College landscape has been intentionally created to utilise its physical assets to enhance learning and development, where our technology and infrastructure support creativity and innovation, where young minds are set free to see the world for all it can be.

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

Our 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**

Associate Dean of Primary

#### **Department**

Primary School

#### **Workload and Tenure**

Full time (0.2FTE Teaching component included), permanent appointment, commencing 2027.

Appointment subject to the satisfactory completion, 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, Director of Community Engagement and the Director of Information Technology.

The Associate Dean of Primary reports to the Dean of Primary.

### **Direct Reports:**

- Coordinator of Learning Support K-6

### **Other Relationships:**

- Primary School Staff
- Dean of Christian Formation
- Chaplains
- Director of Corporate Services
- Dean of Secondary
- Associate Dean of Secondary
- Director of Community Engagement
- Finance Manager
- Human Resources Manager
- Head of Primary English and Head of Primary Mathematics
- Head of Operations and Management

### **Primary Management Team**

The Associate Dean of Primary is a member of the Primary Management Team, which meets weekly and consists of the Dean of Primary, Associate Dean of Primary and Heads of Area.

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

### **The Role**

The Associate Dean of Primary at Kingsway Christian College works collaboratively with the Dean of Primary to provide the College with reliable and consistent student management and pastoral care oversight and professional leadership in relation to staff responsible for students in Years K to 6. The Associate Dean of Primary works closely with the Primary Learning Support and Extension Teachers, and the Coordinator of Learning Support. They oversee the implementation of support and extension programmes including identifying students.

The position also holds a 0.2FTE teaching component.

### **Christian Leadership**

The Associate Dean of Primary:

- Openly affirms and practices 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.

### **Duties and Responsibilities**

#### **Pastoral Care**

- Provide timely and effective communication to staff, students and parents regarding issues relating to student management and well-being;
- model standards and provide support to ensure pastoral care of all students reflects the College ethos;
- Oversee the development and implementation of pastoral programmes and strategies within the Primary School, in collaboration with the Dean of Christian Formation (Staff and Students) and College Chaplains and other key pastoral care providers;
- Remain abreast of current educational and leadership research in the area of student pastoral care.

## **Behaviour Management**

- In collaboration with the Dean of Primary, develop, implement and review effective behaviour management strategies, in line with College policies and procedures and the College ethos;
- liaise with the Dean of Primary and other key pastoral care providers, with regards to behaviour management issues of primary school students;
- develop effective communication, collaboration and a sense of shared responsibility with students, parents and staff regarding behaviour management;
- provide professional supervision, leadership, management and coordination to the Heads of Area regarding student attendance, and other staff as delegated by the Dean of Primary;
- monitors student behaviour, liaising with Heads of Area to ensure appropriate action is being taken;
- in conjunction with the Heads of Area and other members of the Primary Management Team, proactively assists and supports teachers experiencing classroom management problems or having difficulties with individual primary students or groups of students;
- in conjunction with Heads of Area and Primary teachers, is responsible for the oversight of correct wearing of student uniforms in the primary school.

## **Student Care**

- To contribute to:
  - The effective induction of primary school students;
  - The determination of appropriate student groupings;
  - The promotion among students of standards of conduct/discipline, a proper regard for authority and the encouragement of good behaviour;
  - The development among students of self-discipline;
  - The handling of individual disciplinary cases.
- assists, supervises and attends after-school-hours events, activities, camps and functions of the Primary School as required.

## **Management and Care of Staff**

- In conjunction with the Dean of Primary, participate in the selection and deployment of staff of the Primary school as required;
- under the direction of the Dean of Primary, participate in the completion of appraisals of the performance of staff in the primary school, in particular the direct reports to this position;
- support the Dean of Primary in the provision of professional advice and support to staff and the identification of training needs in current educational trends and special education in relation to pastoral care and behaviour management;
- oversee pre-service Teacher placements.

## **Internal organisation and management of the Primary school**

- Specifically with regards to pastoral care and discipline systems, to contribute to:
  - Formulating the aims and objectives of the Primary school;
  - Development, implementation and communication of related policies and practices;
  - Monitoring and evaluating the performance of the Primary school;
  - The effective organisation, management and supervision of school routines.

## **Management of Resources**

- As delegated by the Dean of Primary to allocate, control and account for those financial and material resources provided within the Primary budget.

## **Other Relationships**

- To promote a positive image of the primary school by:
  - Attending Association and other College functions and meetings as required;

- Under direction of the Dean of Primary assisting in building relationships with other professional bodies, agencies and services and the local community.

### **Workplace Health and Safety**

- Undertake and apply Workplace Health and Safety requirements in the workplace;
- Assists the Dean of Primary with matters relating to the Workplace Health and Safety for both students and staff.

## **Section 7. Selection Criteria**

### **Pre-requisites**

1. Current registration with the Teacher Registration Board of Western Australia (TRBWA).
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Working With Children Check clearance.
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. Fully committed and supportive of the expansion of Christ-centred education and the implementation of an integrated Christian curriculum within the College.
2. An inspiring leader with the demonstrated ability to initiate and manage change.
3. Demonstrated achievement as an educational leader particularly in a Christian school community.
4. Demonstrate a commitment to quality and innovative Pastoral Care and Behaviour Management;
5. Demonstrated ability to work collaboratively with teachers, students and parents in the provision of Pastoral Care;
6. High level inter-personal and communication skills with the ability to foster and maintain effective working relationships across all levels of the College community.
7. An able administrator with the capacity to think strategically to contribute to the educational outcomes of primary school students.

## **Section 8. Application Process**

Applications must include the following:

- Teacher Application Form (available on the College [website](#))
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

**Applications Close: 12 noon, Wednesday 15 July 2026**

**Peter Burton**  
**Principal**  
**June 2026**