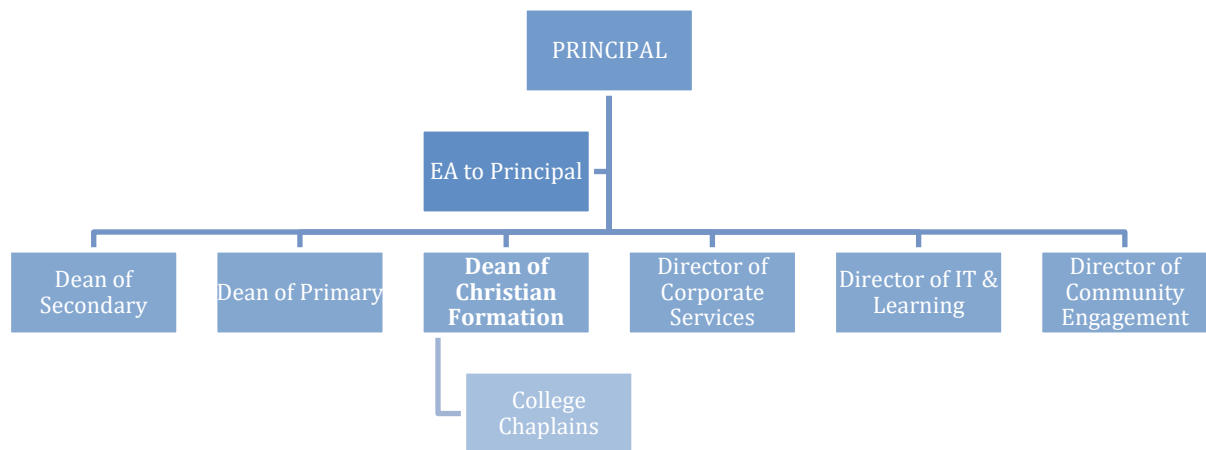


Schedule 1



POSITION DESCRIPTION DEAN OF CHRISTIAN FORMATION (STAFF & STUDENTS)



Document Control and Change History.

Created:	June 2018	Authorised: Principal
Reviewed:	July 2020	Authorised: Principal
Reviewed:	May 2025	Authorised: Principal



POSITION DESCRIPTION

DEAN OF CHRISTIAN FORMATION (STAFF & STUDENTS)

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 Multi-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, 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 Christian Formation (Staff and Students)

Department

Senior Leadership Team

Workload

Full-time

Tenure

Commencing January 2026

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 Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation (Staff & Students), Director of Community Engagement and the Director of Information Technology.

The Dean of Christian Formation position reports to the Principal.

Direct Reports from:

College Chaplains

Indirect Relationships:

Director of Corporate Services

Dean of Secondary

Associate Dean of Secondary

Dean of Primary

Associate Dean of Primary

Director of Community Engagement

Finance Manager

Human Resources Manager

Extended Pastoral Team

The Dean of Christian Formation is a member of the pastoral teams across Primary and Secondary which are 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 Principal, Dean of Secondary, Heads of Students, Dean of Christian Formation and the College Chaplains.

Resource Selection Committee

The Dean of Christian Formation is the Chair of the Resource Selection Committee. This Committee answers any formal challenges made about any resource used within the College. Please refer to the [Resource Selection Policy](#) for additional information.

Section 6. Responsibilities and Duties

Overview

The Dean of Christian Formation is responsible for giving leadership and guidance in the promotion and development of Christ centred curricula; the interpretation of College philosophy; the development of College staff and learning programmes and acting as a representative for the Board and Administration of the College in relation to matters concerning your staff.

This position is responsible for the educational program and the leadership and management of staff, students and parents involved in the area of Christian Studies. All educational staff at the College are involved in the area of Christian education as this is central to who we are as a College.

Leadership Responsibilities:

- Provide strategic leadership through membership and participation on the Senior Leadership Team.
- Provide oversight and management of Christian Studies.
- Provide oversight of pastoral care of students and staff.

Christian Values

This 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;
- Always acting in the best interests of the College, the Association and its ethos.

Key Performance Indicators

The Dean of Christian Formation is the critical curriculum manager working in cooperation with the Dean of Secondary, Associate Dean of Primary and other Senior Leadership staff, and plays a key role in the College as a member of the Secondary Management Team and Primary Management Team.

The Dean of Christian Formation needs to demonstrate an exemplary standard of professionalism, a high degree of expertise in their major field of teaching, an active Christian life, and an active involvement with a local Church.

1. Key Responsibilities

- 1.1 Maintains effective functioning of Christian Studies programs;
- 1.2 enthusiastically promotes the aims and ethos of the College;
- 1.3 provides exemplary Christian and educational leadership;
- 1.4 builds morale, collegiality and professionalism in their team;
- 1.5 is a well-prepared, dedicated, effective and energetic teacher;
- 1.6 contributes to the leadership and management of the whole College through active participation in various Committees and teams;
- 1.7 responsible to the Dean of Primary and Associate Dean of Secondary for academic reporting relating to Christian Studies;
- 1.8 ensures a high standard of record keeping and documentation relating to student academic progress;
- 1.9 provides leadership in the implementation of communication and information technology concerning Christian Education within the Christian Studies program;
- 1.10 undertakes long term and short term planning concerning Christian Education;
- 1.11 prepares regular Newsletter articles to promote Christian Education and is responsible to the Director of Community Engagement for the preparation of material for College publications, including the annual Chronicle;
- 1.12 ensures that all communication regarding Christian Education to parents and others conforms to College guidelines and is of the highest standard;
- 1.13 liaises with the Principal, Dean of Primary, Dean of Secondary, Associate Dean of Primary, Associate Dean of Secondary, and other staff with respect to all matters relating to Christian Education;
- 1.14 attends after school meetings of various Committees and of the Primary and Secondary staff, as required;
- 1.15 actively contributes to and attends all official functions of the College, including parent evenings, Graduation Evening, Presentation Evening etc.;
- 1.16 supervises and assists in the planning, conduct and approval process for all excursions and/or camps regarding the Christian Studies program;
- 1.17 Chairs the Workplace Health Committee, whose role is to monitor psychosocial health within the College staff.
- 1.18 Liaises with psychology service provider for all services offered to the College community.

2. Curriculum – Christian Studies

- 2.1 Reviews and maintains the scope and sequence of curriculum from K-12;
- 2.2 is responsible for curriculum leadership across the College in the area of Christian Studies and for providing progressive and innovative leadership that keeps the teaching area on the cutting edge of education in WA;
- 2.3 ensures that all learning activities and programs conform to current pedagogy, provide for a differentiated curriculum and are of the highest professional and academic standard within Christian Studies.

3. Staff

- 3.1 Provides theological training to staff;
- 3.2 Develops and implements training of staff in the delivery of Christian Studies programs;
- 3.3 Provides training and effective strategies for teaching staff, in teaching from a Christian worldview;
- 3.4 Is aware of all extra curriculum programs operating concerning Christian Education and provides direction, supervision and leadership to staff who are managing the programs;
- 3.5 maintains a rigorous, positive, safe and rewarding environment for staff and students;
- 3.6 monitors the tone and climate of classrooms within the Christian Studies program and is proactive in intervening when necessary;
- 3.7 participates in the professional development, spiritual and pastoral nurturing of all staff, particularly College Chaplains;
- 3.8 is responsible for the screening, supervision, management and deployment of volunteers across Christian Studies programs;
- 3.9 works with the Associate Dean of Secondary and Dean of Primary, with respect to all aspects of the preparation of the College timetable as it relates to Christian Studies programs;
- 3.10 ensures that policies and procedures are in place to ensure that staff make pre-emptive and timely contact with parents about their child's progress, attitude and behaviour;
- 3.11 organises regular meetings as appropriate;
- 3.12 assists and advises the Principal concerning staff matters;
- 3.13 is responsible with the appraisal of College Chaplains.

4. Students

- 4.1 Has a passion for the contribution of Christian Education programs to the development and well-being of the young people in the care of the College;
- 4.2 monitors and manages the behaviour of students while in Christian Studies programs;
- 4.3 supervises the planning and conduct of all lessons, activities, excursions, extra-curricular activities and camps in the Christian Studies program, including the standard of student conduct and attire and ensuring full adherence to all College policies and procedures, particularly relating to duty of care;
- 4.4 ensures that classrooms and facilities allocated to the program are kept in excellent condition and provide students with a vibrant and interesting physical environment;
- 4.5 works with the students, where applicable, to establish and run various student lead bible study/prayer lunchtime groups.

5. Community

- 5.1 Prepares and presents weekly staff devotions;
- 5.2 promotes the Christian Studies program with vigour, both in the College and in the wider community, including College marketing events;
- 5.3 manage the Kingsway Parent Induction program for new parents of the College;
- 5.4 encourages, where appropriate, the establishment of links with outside expertise or Community resources to enhance teaching and learning programs;
- 5.5 coordinates the display/contribution representing the Christian Education program on Open Days/Evenings and School Fetes;
- 5.6 encourages the attendance of staff to College functions, particularly those designed to enhance the relationship between Board and staff.

6. Facilities/Resources

- 6.1 Maintains an up to date inventory of stock, resources and equipment;
- 6.2 is responsible for resources belonging to the Christian Studies program, including repairs

- and maintenance, in consultation with Property and Services Manager;
 - 6.3 selects texts and associated materials according to College policy;
 - 6.4 selects library resources in consultation with the Head of Library, within the allocated budget;
 - 6.5 is responsible for maintenance and record keeping of the texts and book stocks used as resources across the program;
 - 6.6 supervision of the presentation, upkeep and maintenance of the classrooms, furniture and fittings used for the program.
- 7. Finance/Resources**
- 7.1 Within guidelines provided by the Principal, provides the Director of Corporate Services with a comprehensive annual budget request for program, manages the cost centre, adheres to all ordering and other policies and procedures, keeps expenditure within the budget as established;
 - 7.2 supervises and keeps records of the annual budget.
- 8. Other Duties**
- 8.1 Other duties as delegated by the Principal.

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. Be fully committed and supportive of the expansion of Christ centred education and the implementation of an integrated Christian curriculum within the College.
2. Qualifications in Theology or Christian Studies.
3. Be an inspiring leader able to initiate and manage change.
4. Have a record of achievement as an educational leader particularly in a Christian school community.
5. Have demonstrated experience in developing and implementing Christian Education programs from K-12.
6. Have demonstrated knowledge of the requirements set by the School Curriculum and Standards Authority.
7. Have strong inter-personal skills.
8. Be an able administrator with the capacity to think strategically, consult, plan and delegate.
9. Be approachable, a good listener and an effective communicator and public speaker.

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 8777 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, Thursday 12 June 2025

**Peter Burton
Principal
May 2025**