

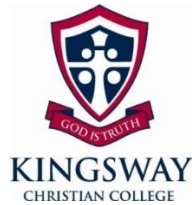
Schedule 1



POSITION DESCRIPTION HEAD OF LEARNING AREA (ENGLISH)

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.)

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 College 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

Head of Learning Area (English)

Section/Department/Learning Area

English

Workload and Tenure

Full-time (0.6FTE teaching load and 0.4FTE administrative allowance). Permanent appointment subject to the satisfactory completion, by the appointee, of a six (6) month probationary period.

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 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 Head of Learning Area position reports to the Associate Dean of Secondary.

Section 6. Responsibilities and Duties

Overview

You are employed as a Head of Learning Area at the College and are responsible to the College Principal for all aspects of the management of the Learning Area. You are responsible for giving leadership and guidance in the promotion and development of Christ centred curricula; the interpretation of College philosophy as it applies to your Learning Area; to 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.

The Head of Learning Area is responsible for the educational program and the leadership and management of staff, students and parents involved in the Learning Area.

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 Head of Learning Area is the critical curriculum manager working in cooperation with the Dean of Secondary and other Senior Leadership staff and plays a key role in the College as a member of the Secondary Management Team. The Head of Learning Area 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 the Learning Area;
- 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 the Learning Area 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 the Secondary Management Team;
- 1.7 responsible to the Associate Dean of Secondary for academic reporting relating to the Learning Area;
- 1.8 ensures a high standard of record keeping and documentation relating to student academic progress;
- 1.9 selects recipients for Learning Area awards within College guidelines: the cost of these awards being a cost to the Learning Area;
- 1.10 provides leadership in the implementation of communication and information technology within the Learning Area;
- 1.11 undertakes long term and short term planning for the Learning Area;
- 1.12 prepares regular Newsletter articles to promote the Learning Area and is responsible to the Director of Community Engagement for the preparation of material for College publications, including the annual Chronicle;
- 1.13 ensures that all communication from the Learning Area to parents and others conforms to College guidelines and is of the highest standard;

- 1.14 liaises with the Principal, Deans, Director of Corporate Services and other staff with respect to all matters relating to the Learning Area;
- 1.15 attends after school meetings of various Committees and of the Secondary staff, as required;
- 1.16 actively contributes to and attends all official functions of the College, including parent evenings, Graduation Evening, Presentation Evening, Open Night, etc.;
- 1.17 supervises and assists in the planning, conduct and approval process for all excursions and/or camps within the Learning Area;
- 1.18 ensures that all major testing and exams are in accordance with College and School Curriculum and Standards Authority (SCSA) guidelines and meet the highest standards.

2. Curriculum

- 2.1 is responsible for curriculum leadership within the Learning Area and for providing progressive and innovative leadership that keeps the Learning Area on the cutting edge of education in WA;
- 2.2 responsible to the Associate Dean of Secondary for the full and effective implementation of Western Australian Curriculum; assessment and reporting; VET courses, Courses of Study and all other curriculum matters;
- 2.3 ensures that College, SCSA and other curriculum and academic requirements are met, including programs, course outlines, assessment programs, moderation, levels and grades etc.;
- 2.4 ensures that all learning activities and programs in the Learning Area conform to current pedagogy, provide for a differentiated curriculum, and are of the highest professional and academic standard.

3. Staff

- 3.1 Is aware of all extra curriculum programs operating within the learning area and provides direction, supervision and leadership to staff who are managing the programs;
- 3.2 advises the Associate Dean of Secondary when teachers are absent and assists relief teachers;
- 3.3 maintains a rigorous, positive, safe and rewarding environment for staff and students;
- 3.4 monitors the tone and climate of classrooms within the Learning Area and is proactive in intervening when necessary;
- 3.5 participates in the professional development, spiritual and pastoral nurturing of all staff, and Learning Area staff in particular;
- 3.6 is responsible for the supervision, management and deployment of staff in the Learning Area;
- 3.7 Is responsible for the screening, supervision, management and deployment of volunteers, coaches and umpires in the Learning Area;
- 3.8 works with the Associate Dean of Secondary with respect to all aspects of the preparation of the College timetable as it relates to the Learning Area, including staff deployment;
- 3.9 is responsible for the induction of new teachers into the Learning Area, for the mentoring of staff who are in their early years of teaching and for the professional development of Learning Area staff;
- 3.10 ensures that policies and procedures are in place to ensure that Learning Area staff make pre-emptive and timely contact with parents about their child's progress, attitude and behaviour;
- 3.11 organises fortnightly Learning Area staff meetings and other meetings as appropriate;
- 3.12 assists and advises the Principal concerning staff matters;
- 3.13 is responsible for the performance appraisal of staff in the Learning Area;
- 3.14 supervises non-teaching staff allocated to the Learning Area;
- 3.15 ensures that Learning Area staff are briefed, prior to parent/teacher contact nights, to ensure they are familiar with their professional role and have the appropriate documentation on hand.

4. Students

- 4.1 Has a passion for the contribution of the Learning Area 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 the Learning Area;
- 4.3 supervises the planning and conduct of all lessons, activities, excursions, extra-curricular activities and camps in the Learning Area, 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 Learning Area are kept in excellent condition and provide students with a vibrant and interesting physical environment.

5. Community

- 5.1 Promotes the Learning Area with vigour, both in the College and in the wider community, including College marketing events;
- 5.2 encourages, where appropriate, the establishment of links with outside expertise or Community resources to enhance teaching and learning programs;
- 5.3 Coordinates the Learning Area display/contribution representing the Learning Area on Open Days/Evenings;
- 5.4 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 Learning Area, including repairs and maintenance, in consultation with Property and Services Manager;
- 6.3 orders teaching supplies in consultation with the Director of Corporate Services and within budgetary constraints;
- 6.4 selects texts and associated materials according to College policy;
- 6.5 selects library resources in consultation with the Head Teacher Librarian, within the allocated budget;
- 6.6 is responsible for maintenance and record keeping of the texts and book stocks used as resources within the Learning Area;
- 6.7 supervision of the presentation, upkeep and maintenance of the classrooms, furniture and fittings used by the Learning Area.

7. Finance/Resources

- 7.1 Within guidelines provided by the Principal, provides the Director of Corporate Services with a comprehensive annual budget request for the Learning Area, 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 Learning Area 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. 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 able to initiate and manage change.
3. Have a record of achievement as an educational leader particularly in a Christian school community.
4. Have demonstrated experience in developing and implementing faculty programmes from Year 7-12.
5. Have demonstrated competence in teaching Upper School ATAR courses.
6. Have demonstrated knowledge of the requirements set by the School Curriculum and Standards Authority.
7. Possess strong communication and inter-personal skills.
8. An able administrator with the capacity to think strategically, consult, plan and delegate.
9. Approachable, a good listener and an effective communicator and public speaker.

Section 8. Application

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- 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.

Applications Close: 12 noon, Thursday 24 July 2025

Peter Burton
Principal
June 2025