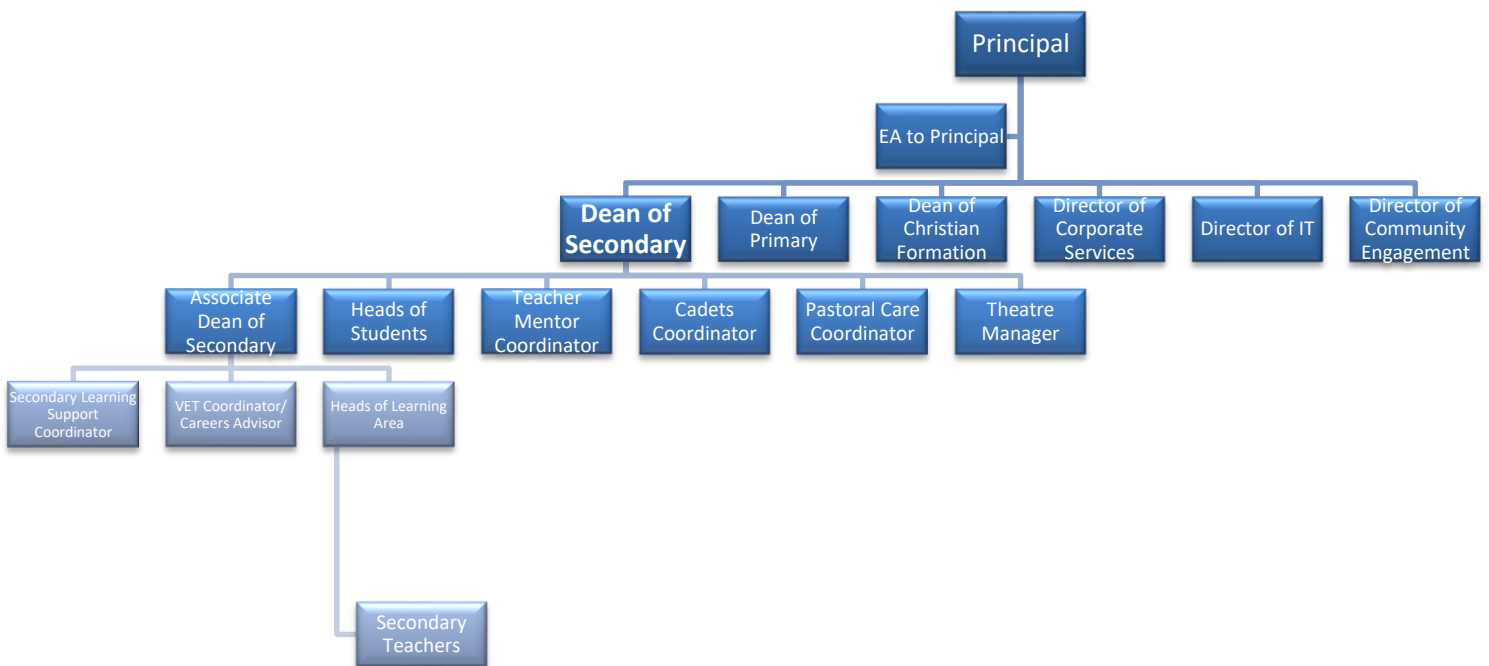


Schedule 1



POSITION DESCRIPTION DEAN OF SECONDARY





KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION DEAN OF SECONDARY

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

Dean of Secondary

Department

Senior Leadership Team

Workload

Full time

Tenure

Fixed term appointment (5 years), with the possibility of an extension for an additional 5 years.

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 Dean of Secondary position reports to the Principal.

Direct Reports from:

- Associate Dean of Secondary
- Heads of Students
- Pastoral Care Coordinator
- Teacher Mentor Coordinator
- Cadets Coordinator
- Theatre Manager

Other Relationships:

- Dean of Christian Formation
- College Chaplains
- Heads of Learning Areas
- Director of Corporate Services
- Dean of Primary
- Associate Dean of Primary
- Director of Community Engagement
- Director of Information Technology
- Human Resources Manager

Secondary Management Team

The Dean of Secondary chairs the Secondary Management Team which provides leadership to the College with respect to broader Secondary issues and consists of the Principal, Dean of Secondary, Associate Dean of Secondary, Heads of Students, Heads of Learning Areas and Coordinators.

Secondary Pastoral Care Team

The Dean of Secondary chairs the Secondary Pastoral Care Team which is 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 Secondary Pastoral Care Team consists of the Dean of Secondary, Heads of Students, Dean of Christian Formation (Staff and Students), the College Chaplains and the Learning Support Coordinator.

Section 6. Duties and Responsibilities**Role**

The Dean of Secondary at Kingsway Christian College plays an active and leading role in the pastoral care, welfare and discipline of secondary school students from years 7 to 12.

Leadership Responsibilities:

- Provide strategic leadership through membership and participation on the Senior Leadership Team.
- Provide oversight of secondary curriculum.
- Provide oversight and management of all secondary pastoral matters.
- Provides leadership and oversight to the Heads of Students in their roles of Student Management and Pastoral Care.

Christian Leadership

The Dean of Secondary:

- Openly affirms and practises the Christian faith.
- Demonstrates a Christian approach in interactions with others.
- Promotes and promulgates the core values 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.

KEY RESPONSIBILITY AREAS

General Leadership

- As a strategic leader in the College, the Dean of Secondary will:
 - be innovative and creative in thought, and remain abreast of current educational and leadership research, particularly in the areas of pastoral care and behaviour management;
 - drive operational decision-making processes and effectively manage the pastoral care and behaviour management of secondary school students, ensuring that initiatives are regularly reviewed and in alignment with the College strategy and ethos.
- Develops and implements College policies and procedures regarding pastoral matters and behaviour management, consistent with the ethos of the College.

Curriculum Oversight

- Provides leadership to the Associate Dean of Secondary with respect to all areas of Secondary curriculum;
- oversees the educational, curriculum, pedagogical and assessment philosophies and frameworks ensuring consistency with the College ethos.

Pastoral Oversight

- Ensures that the College delivers the highest standard of pastoral care to secondary students and families, in liaison with the Dean of Christian Formation (Staff and Students), the College Chaplains and Heads of Students;
- encourages and maintains high levels of morale, goodwill and cohesiveness among secondary students;
- monitors and manages secondary student conduct and behaviour on and off-site, including before and after school movements;
- makes recommendations to the Principal regarding the suspension or exclusion of secondary students;
- ensures high standards of documentation are maintained on matters relating to secondary student management;
- monitors and maintains the highest standards for secondary student attire and appearance;
- assists the Heads of Students in maintaining a safe, positive, harmonious and disciplined secondary school environment;
- in liaison with the Principal, develops and implements a range of proactive programmes for secondary students;
- liaises with outside agencies and all stakeholders relating to the pastoral care and behaviour management of secondary students as required;
- liaises with Heads of Students with respect to transition programs for new students and Year 7 students;
- oversees the Heads of Students responsible for providing support and care to International Students;
- assists secondary students and families in crisis times or prolonged illness or injury, ensuring regular communication with the Principal, the College Chaplains and other stakeholders.

Secondary Events

- Has responsibility for the full and effective development and implementation of the College House System and Colours System including:
 - Dissemination of information to the Secondary Management Team and Secondary teachers as required;
 - Provide oversight for the Student Leadership Programme in Secondary.
- assists, supervises and attends after-school-hours events, activities, camps and functions of the Secondary School.

Secondary Staff

- Ensures secondary school teachers have an understanding of the Student Management policies and procedures;
- oversee yard duty rosters and monitor secondary teacher adherence to the roster;
- in cooperation and conjunction with the Heads of Learning Area, proactively supports secondary school teachers experiencing classroom management problems;
- ensures that all secondary staff maintain high standards and are consistent in their application of pastoral care, discipline and uniform policies and procedures;
- in conjunction with the Associate Dean of Secondary conducts performance management of secondary teaching staff where required.

Parents

- Proactively initiates and monitors communication between the College and parents regarding pastoral care and behaviour management, in conjunction with Heads of Students and Dean of Christian Formation;
- assists the Principal with secondary student parent meetings and functions as required;
- manages parent concerns and issues, including the investigation and resolution of grievances or complaints;
- in conjunction with the Dean of Christian Formation and the College Chaplains, provides pastoral care, support and educational programmes to parents where appropriate;
- is proactive in organising meetings with parents, individual secondary students and/or the College Chaplains in order to pre-empt pastoral care and/or discipline problems.

Workplace Health and Safety

- Undertake and apply Workplace Health and Safety requirements in the workplace.

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 with a demonstrated understanding of curriculum requirements.
2. Demonstrate a commitment to developing and providing quality and innovative Pastoral Care, working collaboratively with teachers, students and parents within the College ethos.
3. Demonstrated ability to work with parents, teachers and students in a diverse community to develop a learning/pastoral environment that fosters creativity and excellence.
4. Demonstrated ability to develop and maintain an effective behaviour management framework across the secondary school.

5. An inspiring leader with the demonstrated ability to initiate and manage change and to work independently with initiative and within a team environment.
6. Demonstrated achievement as an educational leader particularly in a Christian school community.
7. Outstanding inter-personal, and communication skills with a demonstrated capacity to build rapport and interact positively across all levels of the College community.
8. An able administrator with the capacity to use strategic thinking and analytical skills to contribute to educational outcomes of secondary school students.

Section 8. Application

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

Applications must include the following:

- Teacher Application Form

The link to the application form is available on the College [website](#)

- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

Additional information is available from Human Resources on 9302 8777 or HR@kcc.wa.edu.au

Applications Close: 4pm Wednesday 12 August 2026.

Peter Burton
Principal
July 2026