

Schedule 1



**POSITION DESCRIPTION**  
**HEAD OF CHRISTIAN EDUCATION (STAFF & STUDENTS K-12)**

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## POSITION DESCRIPTION

### HEAD OF CHRISTIAN EDUCATION (STAFF & STUDENTS K-12)

#### Section 1. School Identification

**School Name**

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

**Location**

157 Kingsway, Darch, 6065 Western Australia

#### 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. 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**

Head of Christian Education

**Section/Department/Learning Area**

Christian Education

**Tenure**

This is a permanent full-time position, 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

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 Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6 and the Marketing and Enrolments Manager.

The Head of Christian Education position reports to the Principal.

The College Chaplain position reports directly to the Head of Christian Education position.

## **Section 6. Workload**

Full-time (up to 0.5FTE teaching load and 0.5FTE administrative allowance)

## **Section 7. Responsibilities and Duties**

### **Overview**

You are employed as a Head of Christian Education for Kingsway Christian College, and required to work under the direction of the College Principal. You are 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.

The Head of Christian Education is responsible for the educational program and the leadership and management of staff, students and parents involved in the area of Christian Education.

### **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 Christian Education is the critical curriculum manager working in cooperation with the Deputy Principal (Curriculum) K-12, Head 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 Head of Christian Education 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 Education 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 the Secondary Management Team;
- 1.7 responsible to the Deputy Principals (Curriculum) K-12 and Head of Primary for academic reporting relating to Christian Education;
- 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;
- 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 Marketing and Enrolments Manager 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, Head of Primary, Deputy Principals, Business Manager 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 Education program;
- 1.17 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 Provides a scope and sequence of curriculum from K-12;
- 2.2 is responsible for curriculum leadership across the College in the area of Christian Education and for providing progressive and innovative leadership that keeps the teaching area on the cutting edge of education in WA;
- 2.3** responsible to the Deputy Principal (Curriculum) K-12 for the full and effective implementation of Western Australian Curriculum; assessment and reporting; VET courses, Courses of Study and all other curriculum matters;
- 2.4 ensures that College, SCSA and other curriculum and academic requirements are met, including programs, course outlines, assessment programs, moderation, levels and grades etc.;
- 2.5 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.

## **3. Staff**

- 3.1 Provides theological training to staff;
- 3.2 Develops and implements training of staff in the delivery of Christian Education 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 Education 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 Education programs;

- 3.9 works with the Deputy Principal (Curriculum) K-12 and Head of Primary, with respect to all aspects of the preparation of the College timetable as it relates to Christian Education 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 for the performance 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 Education programs;
- 4.3 supervises the planning and conduct of all lessons, activities, excursions, extra-curricular activities and camps in the Christian Education 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.

#### **5. Community**

- 5.1 Assists Chaplains with the organisation of weekly staff devotions;
- 5.2 promotes the Christian Education program with vigour, both in the College and in the wider community, including College marketing events;
- 5.3 encourages, where appropriate, the establishment of links with outside expertise or Community resources to enhance teaching and learning programs;
- 5.4 Coordinates the display/contribution representing the Christian Education program on Open Days/Evenings and School Fetes;
- 5.5 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 Education program, including repairs and maintenance, in consultation with Property and Services Manager;
- 6.3 orders teaching supplies in consultation with the Business Manager 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 of Library, within the allocated budget;
- 6.6 is responsible for maintenance and record keeping of the texts and book stocks used as resources across the program;
- 6.7 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 Business Manager 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 8. Selection Criteria**

### **Pre-requisites**

- 1. As a minimum to meet the Professional Standards for Teachers in Western Australia, as set down by the Teacher Registration Board of WA (TRBWA) and hold current registration.
- 2. To have a valid Department of Education Criminal History Clearance no more than 3 months old, prior to commencement of employment.
- 3. To have or have ability to provide a valid Working With Children Check Card.
- 4. To provide a written reference from your Church pastor/minister.

### **Essential**

- 1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
- 2. Be supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
- 3. Be fully committed and supportive of the expansion of Christ centred education and the implementation of an integrated Christian curriculum within the College.
- 4. Qualifications in Theology or Christian Studies.
- 5. Be an inspiring leader able to initiate and manage change.
- 6. Have a record of achievement as an educational leader particularly in a Christian school community.
- 7. Have demonstrated experience in developing and implementing Christian Education programs from K-12.
- 8. Have demonstrated knowledge of the requirements set by the School Curriculum and Standards Authority.
- 9. Have strong inter-personal skills.
- 10. Be an able administrator with the capacity to think strategically, consult, plan and delegate.
- 11. Be approachable, a good listener and an effective communicator and public speaker.

## **Section 9. 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 8720 or to [HR@kcc.wa.edu.au](mailto: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 16 August 2018**

**Peter Burton  
Principal  
August 2018**