



DUTY STATEMENT

Dean of Teaching and Learning (Years 7-12)

1. TIME ALLOWANCE:

Fulltime with a teaching load of up to 0.2FTE.

2. SPECIFIC DUTIES:

2.1. SENIOR LEADERSHIP

- Support the College's commitment to child safety and wellbeing, and seek to maintain familiarity and ensure behaviour consistent with the means by which the College implements the National Principles for Child Safe Organisations (Human Rights Commission), as outlined in the College Child Safety Framework and Child Protection Policy.
- Ensure compliance with all curriculum, assessment, standards and reporting responsibilities, according to the School Curriculum and Standards Authority (SCSA) regulations.
- Maintain familiarity with information and support provided by the Australian Institute for Teaching and School Leadership (AITSL), including ensuring a sound understanding and application of the AITSL Australian Professional Standards for Teachers.
- Maintain familiarity with information and support provided by the Association of Independent Schools of Western Australia (AISWA).
- Maintain familiarity with information and support provided by Christian Schools Australia (CSA).
- Implement all College policies, including all procedures as detailed in the Staff Handbook
- Undertake regular professional learning, maintain appropriate records of courses and sessions attended, and report back on learning to colleagues.
- Deputise for the Deputy Principal when required to do so.
- Report to and liaise with the Deputy Principal regularly on relevant matters pertaining to the College, staff, students and parents/carers



- Keep the Deputy Principal and Principal informed of any matters in the academic life of the school which are likely to require their action.
- Oversee all areas of curriculum, assessment in the secondary school.
- Monitor standards in all subjects and initiate enquiries and investigations into areas of concern as they arise.
- Co-ordinate the delivery of all subjects at the school, including Year 11 and 12 ATAR courses, General courses, Foundation courses, VET Certificates, Workplace Learning and Endorsed Programs.
- Co-ordinate staff professional learning, including mandated training.
- Oversee requirements for staff relating to the Teacher Registration Board of WA (TRBWA).
- Co-ordinate committees directed at improving academic standards within the school, including:
 - a) literacy committee(s).
 - b) numeracy committee(s).
- Take responsibility for the integration of protective behaviours into the curriculum.
- Take responsibility for the integration of data privacy, on-line safety and digital security into the curriculum.
- Initiate STEM programmes.
- Co-ordinate the selection of annual subject prize-winners.
- Contribute to the staff appraisal process.
- Liaise with visitors on campus and the organisations they represent, including:
 - a) pre-service teachers.
 - b) trainee education assistants.
 - c) outside work experience students.
- Be responsible for the custody and maintenance of student records relating to curriculum, assessment and reporting, and supplying the same to relevant authorities as required.
- Regularly review and update policies and procedures relating to curriculum, assessment and reporting.
- Annually review and contribute to the production of the Family Handbook and Student Diary for those areas that relate to curriculum, assessment and reporting.
- Administer school budgets, as allocated.



2.2 STAFF

- Serve as line manager to Heads of Department, Head of Inclusive Education and Head of King's Worship Academy (KWA).
- Guide the Heads named above in conducting their duties and following correct College policies and procedures.
- Oversee and direct the duties of any administrative staff working within this area.
- Run regular meetings with:
 - a) the Heads named above to strategically innovate new initiatives and the improvement of systems.
 - b) subject teachers (at least twice a term).
- Ensure that regular meetings are held between:
 - a) the Heads of Department and teachers working within their department.
 - b) the Head of Inclusive Education and the education assistants.
 - c) the Head of KWA and the music staff.
- Direct the implementation of pedagogical best practice in classrooms, including effective differentiation.
- Take responsibility for strong academic standards around the school, working through the teachers to achieve:
 - a) high expectations, engagement and effort.
 - b) regular completion of homework, consistent study habits and use of the Student Diary.
- Ensure that teachers run regular after-school tutoring for their students to provide additional assistance.
- Direct class/subject teachers to ensure:
 - a) appropriate subject books for work to be completed in.
 - b) correct utilisation of class-time, which should include pedagogy currently considered to be best practice.
 - c) regular, positive and helpful communication occurs between teachers and parents/carers.
- Oversee SCSA moderation as it pertains to the school and support staff in successfully meeting requirements.
- Ensure appropriate internal moderation and subject grading occurs within learning areas.



- Oversee the development, implementation and review of a holistic approach to school assessment tasks and marks records for all subjects, including that mandated requirements are met and records are kept up-to-date.
- Ensure that staff communicate assessment dates to students and parents/carers in a timely fashion and return marked assessments within two weeks.
- Advise staff of relevant professional development, including SCSA events, and ensure attending staff report back on learning.
- Liaise with the Teacher Librarian regarding potentially inappropriate and unsuitable books in the College Library.

2.3 STUDENTS

- Address student attitude towards and acceptance of the Christian faith as pertaining to the curriculum.
- Promote the College Affirmation with students, staff and parents/carers.
- Monitor overall progress of individual students throughout the school, identify those of concern academically and address their performance to ensure that all students are given every opportunity to fulfil their potential, including:
 - a) working with teachers to support learning and differentiation in the classroom.
 - b) meeting with the individual students to set goals and similar.
 - c) informing parents/carers of concerns.
- Monitor the progress of Year 11 and 12 students and take action as needed to ensure that graduation rates are maximised.
- Oversee the Year 10 students' Year 11 subject selection process, and the Year 11 students' Year 12 subject selection process. including:
 - a) producing course information.
 - b) holding a parent/carer information evening.
 - c) running student counselling sessions.
 - d) scheduling parent/carer and student meetings to advise on appropriate pathways and course selections.
- Organise programs and events to address issues relevant to students' academic success, including study skills.
- Co-ordinate summative assessment schedules in a bid to avoid students having too many assessments at the same time.
- Analyse the impact of extracurricular and co-curricular events on the school's academic life.



- Advise students regarding careers, pathways and post-school destinations.
- Co-ordinate Year 12 students' applications to post-school destinations, including university course preferences.

2.4 PARENTS/CARERS

- Communicate with parents/carers clearly, professionally (formal letter) and in a timely fashion regarding all pertinent information and events within the area of curriculum, assessment and reporting.
- Generate the school booklist for parents/carers, ensuring correct information and timely communication.
- Ensure that students and parents/carers are provided with appropriate subject documentation at the start of the academic year and informed of any changes to these during the year.

AGREEMENT

I, _____, agree to the above as detailed in the Duty Statement for the position of Dean of Teaching and Learning (Years 7-12) at The King's College.

Signed _____

Date _____