



KINROSS WOLAROI  
— SCHOOL —

# Head of English

Candidate Information Pack

Closing Date: 19 July 2020

June 2020



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

## Further information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>

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## About the position

The Head of English is responsible for the Senior School English program from year 7 to year 12 including HSC Extension English. This position has a strong emphasis on research and implementation of best practice in English at Kinross Wolaroi School (KWS). A personal and professional commitment to continual school improvement is a key component to this position ensuring KWS is at the forefront of education and continues to build upon our proud history of academic success.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Coordinator</b>	<ul style="list-style-type: none"><li>• Manage and oversee the operation of the English faculty</li><li>• Lead and manage the English team of both professional and support staff</li><li>• Involvement in strategic planning process</li><li>• Ensure that the day-to-day administration of the English program is efficient and that systems, resources and equipment are well maintained</li><li>• Regular evaluation of the School's English program</li><li>• Assist with curriculum differentiation and personalised learning through collaboration with teaching staff</li><li>• Chair regular departmental meetings, where appropriate, to share expertise and resources</li><li>• Ensure that KWS English provides an attractive environment conducive to learning</li><li>• Ensure policies and procedures are in place to facilitate the efficient operation of all aspects of English</li><li>• Assist in the recruitment of new English Teaching staff</li><li>• Serve as a member of the Academic committee</li></ul>
<b>Departmental support</b>	<ul style="list-style-type: none"><li>• Work with Head of Teaching and Learning and Director of Studies to provide up to date resources to support all aspects of teaching and learning in English within the Senior School</li><li>• Work with the School Literacy Coordinator and Heads of Departments across faculties to enhance literacy initiatives, inquiry and differentiation</li><li>• Work with the School Learning Support Coordinator to enhance the differentiated delivery of literacy in English across Stages 4, 5 and 6</li><li>• Work with teaching staff in a flexible manner to team teach and to assist with study skills, research methods, literacy skills and literature promotion</li><li>• Provide a stimulating, supportive environment that is a focal point and showcase for student learning and where students feel confident that their information needs are met</li></ul>
<b>External relationships</b>	<ul style="list-style-type: none"><li>• Participate in professional associations in order to share information</li><li>• Locate resources for students and staff outside the school</li></ul>



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	<ul style="list-style-type: none"> <li>• Work with outside agencies in cooperative projects and resource sharing</li> </ul>
<b>Educational leadership</b>	<ul style="list-style-type: none"> <li>• Advocate and support the School's push on 'Grit', perseverance and persistence in learning; 'Growth Mindset'; student's pursuit of 'Personal Best'</li> <li>• Keep abreast of current teaching and learning strategies, curriculum developments and technologies</li> <li>• Ensure that English staff are kept up-to-date with the latest developments and trends in their fields of responsibility, interests and expertise and have the opportunity to participate in professional learning</li> <li>• Ensure that services and facilities meet the needs of students and staff</li> </ul>
<b>Faculty Management</b>	<ul style="list-style-type: none"> <li>• Prepare and administer an annual budget</li> <li>• Implement resource evaluation strategies</li> <li>• Implement the School's strategic intent with regard to English</li> </ul>
<b>Student involvement</b>	<ul style="list-style-type: none"> <li>• Participate in the School's Co-Curricular program</li> <li>• Undertake responsibilities of a mentor group leadership position</li> </ul>

### PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review

The School reserves the right to alter roles and responsibilities requirements as required

### REPORTING

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Head of Teaching and Learning (the Supervisor).

## Selection Criteria

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School

Attend staff meetings and training when required



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Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner

Maintain professional confidentiality concerning information about staff and/or students and their families

Act as a member of a team, developing and supporting the philosophy and ethos of the team

Ensure that all documents are prepared and presented in accordance with the School's Style Guide

### **Working with Children (Criminal Record Checking)**

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

### **Workplace Health & Safety**

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

### **Personal Qualities**

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

### **Essential Criteria**

The successful applicant will have the following skills and experience:

Appropriate professional educational and tertiary qualifications and a demonstrated commitment to ongoing professional learning

Energy, enthusiasm and a passion for assisting students including providing pastoral support

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Ability to work in a dynamic team environment and proven ability to relate to staff, students and parents

Excellent level of communication and interpersonal skills

Effective time management skills

Excellent oral and written communication skills

An understanding of key child protection regulations, WH&S issues and relevant legislation

Work positively, to promote the ethos of Kinross Wolaroi School

## Appointment conditions

Employment will be offered on the basis of a five year fixed-term tenured position, commencing Term One 2021 and terminating on 31 December 2025. At the end of the tenured period, and subject to the general terms and conditions of employment, an opportunity to seek reappointment may be available.

The position requires the incumbent to hold accreditation, or the capacity to obtain accreditation, and authority to teach in New South Wales by the New South Wales Education Standards Authority (NESA). The incumbent will be required to maintain a part teaching load of 0.8 FTE (approximately 36 classes per fortnight).

Remuneration will be according to the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at the Band 3 scale with a Level 2 Leadership allowance.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

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## Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 02 6392 0484 or [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- A separate document that includes a statement of Education Philosophy.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

or addressed to

Ms Madeleine Thomas  
Human Resources Advsiior  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation*

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## The recruitment process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised in print and digital media.
  - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Candidates will be shortlisted after the first round of interviews.
  - Second round of interviews will be conducted in Orange for preferred candidates. This will include a tour of the School.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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