



KINROSS WOLAROI
— SCHOOL —

Director of Studies

Candidate information pack

Closing date: 25 August 2019

July 2019



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. 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.



About the position

The Position in context

The Director of Studies is responsible to the Head of Teaching and Learning for the management of student subject allocations, patterns of study, staff teaching allocations and timetabling, assessment and examination management, the administration of markbook and reports, and various other areas of academic administration of the Senior School. The Director of Studies works closely with the Deputy Principal and under the direction of the Head of Teaching and Learning is expected to keep staff informed about matters pertaining to the administration of curriculum, assessment, reporting and NESA requirements.

This position has an emphasis on data collection and analysis and the application of this information to ensure best practice in all areas of the curriculum and instruction. A personal and professional commitment to continual school improvement is a key component of this position, ensuring Kinross Wolaroi is at the forefront of education and continues to build upon our proud academic history.

The Director of Studies works with the Year 12 Coordinator and Careers Advisor, various members of the Wellbeing team and the Student Academic Services department, to help provide the support required for students to achieve their goals in the Senior School and beyond.

The Director of Studies has direct oversight of several key staff including the School Timetabler, the Database Manager (in relation to Reports and Markbook) and the Year 12 Coordinator and Careers Advisor (in relation to subject selection and HSC assessment issues).

The Director of Studies can expect to liaise with:

- The Principal
- The Deputy Principal
- The School Timetabler
- Teaching Staff
- The Student Academic Services Team
- Parents and Caregivers
- The School Chaplain
- NESA
- External organisations including other schools
- The Business Manager
- The Director of Teaching and Learning
- The Director of Co-Curricular Programs
- The Database Administrator
- The School Psychologist and Wellbeing Team
- Students
- The Admissions team
- The Careers Advisor and Year 12 Coordinator
- Heads of Faculty

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

Key Word	Duties
Curriculum and Course Development	<ul style="list-style-type: none">• Assist the Head of Teaching and Learning in curriculum, course and assessment development to ensure that decisions satisfy NESA registration and accreditation guidelines• Review and update policies relating to teaching, learning and assessment, in consultation with the Deputy Principal and the Head of Teaching and Learning
Counselling and Liaison	<ul style="list-style-type: none">• Oversight of counselling and liaison with students and parents on subject choice and appropriate patterns of study for proposed tertiary study and/or employment• Provide student ATAR predictions when required• Oversight of students enrolling in external courses and liaising with the Year 12 Coordinator and Careers Advisor for TVET studies• Liaise with the Database Administrator regarding NESA compliance matters, Denbigh Markbook and Academic Reports



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	<ul style="list-style-type: none"> • Liaise with the School Timetabler and the Head of Teaching and Learning regarding teaching allocations and the student-learning implications of timetabling processes and restrictions • Assist the Admissions team with information regarding places available in classes for future enrolments • Liaise with the Presiding Officer for all examination periods, especially Year 12 examinations
Administration	<ul style="list-style-type: none"> • Contribute to the preparation of analysis on budget implications for timetabling, database and examination administration, staffing allocations and any NESAs compliance issues • Manage the process of student subject choices, class allocations, elective lines and timetable generation, including the organisation of the Subject Information Day for Years 8 and 10 • Advise the Head of Teaching and Learning on the construction of the timetable and the specific allocations of each staff member • Oversee the assessment schedules and examination timetables in consultation with the Heads of Faculty • Oversee assessment practices and procedures, including all examinations periods (the responsibility for the quality of the content of assessment tasks and examinations lies with the Director of Teaching and Learning) • Manage the administration of Academic Reports for students in Years 7 to 12 • Manage the Academic Markbook for students in Years 7 to 12 • Oversee the studies of Distance Education and TVET students
Staff	<ul style="list-style-type: none"> • Supervise staff involved in the administration of the academic program including the School Timetabler, the Database Manager (in relation to Reports and Markbook) and the Year 12 Coordinator and Careers Advisor (in relation to subject selection and HSC assessment issues).
Professional Development	<ul style="list-style-type: none"> • Support a commitment to professional development through personal example including critical self-evaluation
General	<ul style="list-style-type: none"> • Co-ordinate all aspects of student subjects, patterns of study, staff teaching allocations, timetabling, assessment and examination management, and the administration of Markbook and reports • Manage NESAs and UAC administration tasks and NESAs registration and accreditation compliance matters
Other	<ul style="list-style-type: none"> • Develop and maintain a range of policies and practices related to the Studies environment (for example: assessment, examinations, class sizes, class placement, academic prizes, teaching your own children, determining RoSA grades, etc) • Provide information to the Deputy Principal for Speech Day and Year 12 Graduation Academic Prizes (Dux, Academic Excellence and subject-specific prizes) • Provide information to the Principal, the Deputy Principal and the Head of Teaching and Learning on academic results, key performance data and other significant matters pertaining to the academic program. • Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Head of Teaching and Learning



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 employment, the Director of Studies will be responsible to the Principal. However, for practical purposes these functions are delegated to the Head of Teaching and Learning (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

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

Essential Criteria

A natural team player with proven ability to work collaboratively with a diverse range of people whilst maintaining focus on the required outcome

Demonstrated sympathy to, and evidence of practice consistent with, the religious and faith life of church schools.

An ability to demonstrate a high level of initiative and organisational skills, and the ability to plan, set priorities and make sound judgements based on thoughtful evaluation so as to meet the objectives of the School

Highly developed interpersonal and communication skills

High level data analysis skills and the ability to design, manage and work with spreadsheets

An engaging and inspiring communicator

A positive and compassionate outlook

Ability to remain calm and think clearly under pressure

Attention to detail and a high degree of personal organisation

High ethical standards

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

Demonstrated success in leadership in an independent school including a capacity to influence culture and implement strategies

Demonstrated understanding of how to engage a diverse range of students

An understanding of issues affecting regional and rural communities

Demonstrated ability to influence, negotiate effectively and resolve conflict constructively



Appointment conditions

The role is a full-time position and will require attendance on School business at a variety of locations at any time of the day or week. On occasions, the incumbent will be required to undertake duties outside of "School hours", including in the evenings and on weekends or public holidays to meet the inherent requirements of the role. Remuneration has been established at a level to reflect this requirement.

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 0.2FTE (approximately 10 classes per fortnight depending on teaching discipline).

Employment to the teaching staff of Kinross Wolaroi School will be offered on an ongoing basis at a load of 0.2FTE. The position of Director of Studies will be appointed on the basis of a five year fixed-term tenured position. The employment fraction is 0.8 FTE. 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.

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 3 Leadership allowance.



Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@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 kkenny@kws.nsw.edu.au

or addressed to

Mrs Kate Kenny
Human Resources Officer
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation



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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