



ROLE DESCRIPTION – DEAN OF CHRISTIAN EDUCATION

Role title:	Dean of Christian Education
Reports to:	Deputy Principal (Teaching & Learning)
Direct Reports:	Students & Staff
EBA Classification Level	Rate of remuneration will be based on years of service in conjunction with the Whitsunday Anglican School Enterprise Agreement.
Role Description Review:	August 2021

School's Vision Statement

A leading co-educational regional school, focused on developing the intellectual, creative, physical, emotional, and spiritual wellbeing of our students.

School's Mission Statement

Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

Main Duties and Responsibilities

The Dean of Christian Education is an inspirational educational leader who is responsible for creating a culture of excellence in teaching and learning in a vibrant Department, whilst advancing School's mission through a specific focus on spiritual values. They have a vital role in nurturing and sustaining the Christian ethos of the School. They will have a passion for encouraging young men and women to engage with their spirituality and explore the Anglican faith tradition.

The Dean of Christian Education reports directly to the Deputy Principal (Teaching & Learning) and works closely with the School Chaplain. They are accountable for the leadership and management of the Christian Education Department. They will work closely with the Chaplain and as required the Deputy Principal (Teaching and Learning), Deputy Principal (Pastoral – Senior School), Head of Junior School in providing opportunities for the spiritual, social, and emotional well-being of the students through the teaching of Christian Education.

The Dean of the Christian Education Department is a member of the Curriculum Leadership Team and will demonstrate the School's values and mission at all times.

They will work as a member of the Curriculum Leadership Team: enhancing the ethos of the School by example, supporting the Principal and the Deputy Principal (Teaching and Learning), contributing to the design and organisation of curriculum across the whole school. They will also implement policies made by the School Board and the Principal.

They are expected to participate in the life of Whitsunday Anglican School (WAS) and attend meetings and events as required, both within the Chaplaincy role and the Head of Department Equivalent.

Teaching component: To be negotiated with the successful applicant as per the Whitsunday Anglican School Enterprise Agreement.

Strategic Imperatives

The Dean of Christian Education is accountable for the leadership and management of the Christian Education Department. As a leading academic institution, the Dean of Christian Education recognises that scholarly pursuits and academic attainment lie at the core of our School and that our students will need to be well prepared to compete in a global community where agility, innovation and emotional intelligence will be paramount.

Leadership and management

The Dean of Christian Education holds overall responsibility for the strengthening of academic standards, curriculum design and implementation by Department staff, pedagogies appropriate to twenty-first century students, rigorous and fair assessment, internal moderation and academic reporting.

The Dean of Christian Education is expected to support the Department staff in the classroom by monitoring, encouraging and intervening, as required, to ensure that students reflect the stated Behavioural and Learning Values of the School. They will provide specific timely direction and leadership for the Department team to achieve School imperatives around contemporary, relevant and diverse pedagogical practices, pedagogy agendas, through in-class informal pastoral care, maintenance of standards in dress, demeanour and academic progress, interaction with parents and maintenance of records in TASS and on the student file.

The Dean of Christian Education will uphold the Christian ethos of the School relating in a positive manner with students in the Department from Preparatory Year to Year 12.

ACADEMIC EXCELLENCE THROUGH TEACHING AND LEARNING

1. Instructional Leadership

- Be an outstanding classroom teacher, as evidenced by the AITSL Professional Standards for Teachers, and serve as a model for colleagues through professional practice.
- Accept ultimate responsibility for the quality of teaching across the Department;
- Produce exemplary teaching resources, to inspire and lead colleagues in their own teaching.
- Offer colleagues an opportunity to observe his/her own classroom practice on a regular basis.
- Conduct regular Department meetings to ensure that Department members are informed about School curriculum matters and progress Department agenda.
- Attend and actively participate in Curriculum Leadership Team meetings with a focus on improving systems and processes; exploring new opportunities for students to both excel and be recognised; and, sustain collegial relationships with those on the Heads of Faculty and Deans team.
- Develop and manage an annual Department budget.

2. Curriculum Development

- Use Whitsunday Anglican School's pedagogical framework as the basis for rigorous and leading units of work in all classes in the Department.
- Develop and lead curriculum as per the Anglican Religious Education Syllabus.
- Ensure all content on WAS's Learning Management System is current, quality-assured and is accessible at the right times to the correct audiences.
- Coordinate Excursion Requests in conjunction with the Deputy Principal (Teaching & Learning)
- Present at a recognised professional association conference or contribute as a writer to a professional journal at least once every two years.
- Lead the development and engagement of learning resources on WAS's Learning Management System in the Department.
- Under the leadership of the Deputy Principal (Teaching & Learning) delivery QCE preparation such that Senior School students in the subject/s are familiar with the Cognitive Verbs by name through overt identification in both learning activities and assessment.

- Establish and maintain links with the Junior School to ensure the smooth transition in curriculum across Years P-12.

3. *Teacher Development*

- Develop annual Department Goals for the Deputy Principal (Teaching & Learning) that are aligned to the School's strategic imperatives.
- Meet with all staff in the Department to set personal and professional goals for the coming year as part of the Australian Teacher Performance Development Framework (ATPDF), including an analysis of Professional Development needs.
- Supervise the induction of all beginning teachers and new teachers within the Department, which may need to take place outside of Term time.
- Provide lesson observation feedback to each teacher within the Department at least once per semester, in line with the Professional Standards for Teachers and WAS Pedagogical Framework.
- Act as an appraiser in the WAS's Teacher Appraisal process as delegated by the Deputy Principal (Teaching & Learning)
- Liaise with the Deputy Principal (Teaching & Learning) during the timetabling process.
- Participate on interview panels as appropriate and as directed by the Deputy Principal (Teaching & Learning) and Human Resources.
- Engage in professional conversations to identify professional development needs of the Department and advocate on their behalf.
- Consider submissions by Department colleagues for professional development and in-service opportunities ensuring that those supported align with School and Department strategic directions and/or operational imperatives, ensuring that classes are not adversely impacted by the absence.

4. *Assessment and Reporting Quality Assurance*

- Supervise the production of all assessment items produced in the Department.
- Monitor student Academic Reports each term and conduct formal/informal conversations with stakeholders on a case-by-case basis.
- Sign-off on the completion and accuracy of Academic Reports in the subjects in the Department.

5. *Data Informed Practice*

- Take a lead role in educating staff in the analysis and evaluation of available data sets (e.g. NAPLAN, AAS, ACER, EI and GPA) in the School.
- Using 'performance' and 'ability' data, work with the Deputy Principal (Teaching & Learning) where directed, to form classes at the beginning of each year.
- Use diagnostic, formative and summative achievement data to make adjustments where necessary to academic programmes.
- Set goals for Department performance and track achievement against these goals over time.
- To identify and respond to students who have need for learning support in collaboration with the Learning Support teacher.

6. *Communication and feedback*

- Maintain a written record of Department meetings to circulate to the Deputy Principal (Teaching & Learning)
- Ensure that all communication (verbal, email, letters) is appropriately helpful and professional; engage in school-based and local professional forums and ensure that the Deputy Principal (Teaching & Learning) is briefed on matters of import in a timely manner.
- Respond to parent communications in a timely and professional manner by appointment, email or telephone, seeking to understand the specific situation of each student to inform better management of the student as an individual.



- Be readily available to students in the Department on school days, both before school, during breaks and after school for a reasonable time period or by appointment.
- Be visible and active in classes during unscheduled teaching periods to monitor and support staff in the Department, informally monitoring delivery of curriculum and implementation of school initiatives.
- Be visible and active in classes during unscheduled teaching periods to informally connect with students in the subject, monitor and manage as necessary the adherence of the students to the stated Behavioural and Learning Values of WAS.

Skills and Experience

Relevant tertiary qualifications

- Qualifications in Christian Education and/or teaching Christian Education will be considered advantageous.
- Proven successful experience in leading the improvement of learning outcomes in Christian Studies.
- Registration with Queensland College of Teachers.
- First Aid certificate.
- Demonstrated ability to collaborate and lead staff in the Christian Studies Department to create innovative programs which promote the Gospel of Jesus and engage and motivate students to consider the Christian faith.
- Proven successful experience in leading the improvement of learning outcomes in Christian Studies.

Spirituality

- Participate in School Assemblies - Whole School and sub-School.
- Where appropriate, work with the wider Anglican community including the Mackay Anglican Cluster.

Pastoral Care

- Participate and engage in the School's pastoral program.
- Mentor the Chapel Captains and students.

COMMUNITY SERVICE

- Participate in and support Community Service initiatives at the School.

From time to time additional duties may be required by the Principal or the Deputy Principal (Teaching & Learning)

Professional Development

- Attend Professional development as required in consultation with the Deputy Principal (Teaching and Learning) and/or Principal.

PERFORMANCE GOALS (Related to Strategic Drivers and Initiatives)

Excellence in 21st century teaching and learning

- Instilling the attitude in all that excellence is about achieving one's personal best.
- Development of timely teaching resources as Dean of Christian Education.
- Fostering the traditions of the community and the School.

Global Citizenship and Service

- Promote aspects of being an Anglican in the life of the School and wider community.
- Foster the Christian foundations of the School.
- Informing the Principal of special Anglican events and happenings

A Balanced Approach

- Providing leadership opportunities through enhancing activities and experiences.
- Assisting in the provision of a Christian environment, in the Anglican tradition, in the daily operations.



Staff Agreement

All staff agree to follow and abide by all School Staff and Community related policies and procedures (including though not limited to: Staff Code of Conduct, Student Protection, Work Health & Safety, etc.). All staff are required to conduct themselves in a manner that respects the Whitsunday Anglican School Staff responsibilities as found in Appendix B.

Child Protection

All employees of Whitsunday Anglican School are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

Acknowledgement

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I agree that I will abide by and be aware of all School staff and community policies and procedures.

Employee Name _____ Date _____

Employee Signature _____