



**MANDURAH**  
**BAPTIST COLLEGE**  
BE STRONG & COURAGEOUS

## Application for Employment

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### Dean of Teaching & Learning (Secondary) (from 2025)

Applicants for the position of Dean of Teaching & Learning (Secondary) at Mandurah Baptist College should address the following leadership focus areas as part of their covering letter, in addition to completing the online application form via the Mandurah Baptist College website:

#### **LEADERSHIP: Please outline:**

1. The key qualities of and your potential contribution as a Christian leader
2. Your vision for 'student engagement' and 'quality learning' at Mandurah Baptist College
3. An example of a curriculum initiative that you have led with a focus on improving student academic outcomes.

**Please note that Applicants are also required to upload the following documentation to support their application via the online application form -**

- Curriculum vitae
- Written reference and/or contact information (for work and character) from names and contact information of at least three referees
- Written reference and/or contact information from your current church pastor/minister
- Copies of your academic record

#### **Selection Criteria**

Applicants for this position will have:

1. A living Christian faith
2. Senior curriculum &/or pastoral and teaching experience
3. A sound understanding of contemporary pedagogy and wellbeing paradigms
4. Strong team building and organisational capacity
5. A willingness to go the extra mile to achieve excellence
6. Evident leadership capacity; strong referee commendations
7. Excellent communication skills

#### **Remuneration**

Remuneration will be discussed with the appointed staff member

#### **Timeline**

**The deadline for applications for this position is Friday 18 October, 4.00pm**

- Applicants should address the leadership areas as outlined above, with reference to the Selection Criteria.
- Interviews will occur as soon as is practicable thereafter.
- NB. The College reserves the right to contact referees unless otherwise notified.

**PLEASE NOTE:**

All permanent staff members at Mandurah Baptist College must be a church attending Christian. This is due to the (i) missional attributes of the College, and (ii) the requirement for any staff member to be able to teach Christian Education classes. Although an open enrolment school, the Bible is the foundation from which we serve, in an environment that respects the diversity of our students, their families and community. We believe we earn the trust of families through positive relationships and good practise, thereby allowing us to spiritually input into people's lives.

Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian gospel to students, you may be asked your personal views on faith issues. Given the Christian nature of the College and the expectations of all who enrol, signing of the College's statement of faith is a pre-requisite.



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## Job Description

# Dean of Teaching & Learning (Secondary)

*The Dean of Teaching & Learning (Secondary) plays a key collaborative role within the College's Senior Leadership Team in establishing the desired learning environment of Mandurah Baptist College, ensuring both the success of the College vision, mission and ongoing academic standards.*

*Working closely with the Principal, Head of Secondary and the Senior Leadership Team, the Dean of Teaching & Learning (Secondary) leads, develops and executes initiatives aligned to achieving the values, vision, mission and strategic objectives. Collaboratively driving innovation in teaching and learning and quality improvement processes, the Dean of Teaching & Learning (Secondary) will identify, enable, facilitate and implement continuous improvement and achievement of identified initiatives/foci.*

*The Dean of Teaching & Learning (Secondary) will be a mature, practising Christian, able to provide Christ-like leadership to staff and students in the Secondary School, whilst contributing actively to the Christian ethos, vision and mission of the College.*

*The Dean of Teaching & Learning (Secondary) may have a teaching load of up to five periods per week, if needed in this capacity (although not routine).*

### **1) Mission, Vision, and Strategy**

- 1.1 Articulate the vision and direction of the College.
- 1.2 Oversee the effective operations and management of the Secondary Teaching & Learning portfolio.
- 1.3 Provide reports on the operations, planning and performance of the Secondary Teaching & Learning portfolio to the Principal and/or College Board as requested.
- 1.4 Support the Principal in strategic planning and review.
- 1.5 Adhere to the College's staff Code of Conduct.
- 1.6 Maintain a personal Christian faith walk, with regular church attendance.
- 1.7 Support and contribute to the Christian ethos of the College.
- 1.8 Provide staff, students and parents with a model of exemplary Christian leadership conduct and behaviour at all times.
- 1.9 Endeavour at all times to demonstrate the College's values in attitude and practice.
- 1.10 Align your professional practice with the AITSL National Professional Standards for Principal's and the Christian Schools Australia Leadership Framework.
- 1.11 Work collaboratively with the College community, establishing rapport and maintaining effective working relationships with staff, parents/guardians and students.
- 1.12 Resolve differences professionally and constructively following College policies and procedures.

### **2) Leading Teaching & Learning**

- 2.1 To collaboratively provide vision for pedagogical practices on a whole school level.

- 2.2 Work cooperatively and collaboratively with the Principal, Head of Secondary and other school leaders to review and continuously improve the Secondary School's delivery of curriculum and its pedagogical practice.
- 2.3 Model, mentor and lead teaching staff in best practice curricula planning, implementation, evaluation and review.
- 2.4 Work cooperatively and collaboratively with the Principal, Head of Secondary and other school leaders to lead and mentor teaching staff to plan and implement the curriculum from a Christian worldview perspective.
- 2.5 Model, mentor and lead teaching staff in best pedagogical practice, ensuring that their teaching practice aligns with TRBWA requirements and the AITSL Professional Standards for Teachers.
- 2.6 To demonstrate a thorough understanding of current educational issues impacting students in Years 7 to 12.
- 2.7 Establish initiatives related to best practice in teaching and learning at the College.
- 2.8 To be responsible for the overall syllabus content, programmes, assessments and records in all subjects through liaison with Heads of Learning Areas (HoLAs).
- 2.9 To coordinate and lead regular meetings with the Heads of Learning Area team.
- 2.10 To be responsible for ensuring that subject assessment policies are in accordance with School Curriculum and Standards Authority (SCSA) guidelines (in consultation with HoLAs), including the implementation and development of WAC and WACE requirements.
- 2.11 To be responsible for overseeing Learning Area programmes and ensuring that records are up to date at all times.
- 2.12 To be responsible for the custody and maintenance of student records and supplying the same to relevant authorities as required (including student records for SCSA), working closely with the Registrar and Curriculum Administration Officer.
- 2.13 To liaise with SCSA and ensure that the Senior School complies with statutory requirements including the satisfactory completion of all School Curriculum and Standards Authority forms.
- 2.14 Lead College-wide discussions on academic data, including WACE, WAC, NAPLAN, OLN, ESTs etc. and initiate best-practice use of data within the College in order to drive improvements in student learning.
- 2.15 To develop, implement and review College-wide policies and procedures in relation to student learning.
- 2.16 To oversee the administration of external testing, including NAPLAN, OLN and WACE examinations, in consultation with the relevant agencies.
- 2.17 To inform staff of curriculum timelines and deadlines (including student reports and data deadlines to SCSA) and ensure completion of academic reports before presentation to the Principal.
- 2.18 Assist the Head of Secondary with the preparation of curriculum handbooks for lower (7-10) and upper (11/12) years annually.
- 2.19 Authorise arrangements to be made for students on extended sick leave (particularly in Upper School courses, and for Upper School examinations).
- 2.20 Engage in development of HoLAs e.g. coaching; developing their departmental areas; professional learning.
- 2.21 Liaise with the College's Director of ICT over use of ICT resources within teaching and learning.
- 2.22 Oversee the College's Learning Management Systems (e.g. SEQTA and Edval) in collaboration with the Director of ICT.
- 2.23 Liaise with Secondary School Psychologist and Head of Learning Support regarding student IEPs, special arrangements and other issues that may impact learning.

- 2.24 Liaise with the Dean of Teaching & Learning (Primary) regularly over curriculum matters as they pertain to the wider college.
- 2.25 Strategically plan for the curriculum portfolio and broader college; engage in strategic planning for the future development of the Senior School and the broader college.
- 2.26 To identify opportunities for developing new academic programs and partnerships with other educational institutions or industry groups

### **3) General**

- 3.1 To deputise for the Head of Secondary when required to do so.
- 3.2 To keep the Head of Secondary and Principal informed of any matters in the academic life of the Secondary School which are likely to require their action or attention.
- 3.3 To conduct interviews of students and parents regarding their progress, levels, courses etc. as and when required.
- 3.4 To help oversee the course selection process, and subsequent course change process, in consultation with staff, students and parents.
- 3.5 To ensure that regular meetings are held by Heads of Learning Areas, and to run these meetings.
- 3.6 To monitor standards and initiate enquiries and investigations into areas of concern as they arise e.g. (i) monitoring class standards such as pitch of course, professional learning of key staff, submission of programs, moderation and learning areas meetings (ii) feedback on external testing such as PAT testing (iii) Liaising on IEPs as needed (iv) Conduct investigations from parental inquiries with HoLAs
- 3.7 To monitor overall progress of individual students throughout the school and advise parents of any serious problems e.g. Monitor delivery and practice through HoLAs, SEQTA, HoYs
- 3.8 To ensure that Heads of Learning Areas hold regular meetings with staff in their respective departments. Attend these occasionally as considered desirable.
- 3.9 To be responsible for the education of staff in the requirements of the School Curriculum and Standards Authority, and any changes that occur from time to time.
- 3.10 To liaise with the Pathways Coordinator with regard to matters concerning entry and courses in tertiary institutions e.g. Liaising in regard to VET courses, TAFE in Schools, attending relevant tertiary open days etc.
- 3.11 To keep staff informed and arrange for students and parents to be informed of changes in courses, evaluation procedures and other information.
- 3.12 To advise subject coordinators of moderation visits, consensus moderation meetings, in-service and regional meetings as required or recommended by SCSA and have these reported either verbally or in writing as required.
- 3.13 To help arrange completion and publication of the Secondary School's booklist annually.
- 3.14 To engage in support of parents through presentations, and events that support a school/home learning culture e.g. IT nights, Upper School Evening, study support, SEQTA Engage portal.
- 3.15 Assist in the enrolment process as it pertains to tours and interviews, in consultation with the Principal.
- 3.16 Be aware of and champion school policies and procedures and be involved in the review and formulation of policies and procedures.
- 3.17 Fulfil all duty of care obligations to students ensuring the highest possible standards of health and safety are put into practice.
- 3.18 Model exemplary WHS knowledge and skills.
- 3.19 Other duties as required by the Principal.

## **RELATIONSHIPS & AUTHORITY**

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This role reports directly to line management: Head of Secondary

The Dean of Teaching & Learning (Secondary) is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

The Dean of Teaching & Learning (Secondary) is expected to also adhere to all duties and responsibilities of a teacher as outlined in the general teacher job description.

## **PERFORMANCE INDICATORS**

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Key areas: Leadership & Management; Planning and Preparation; Student Assessment; Teaching Skills and Methodology; Integration of Christian Values; Classroom Management Skills; Communication Skills; Contribution to Department/College; Professional Characteristics.

## **SELECTION CRITERIA**

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The Dean of Teaching & Learning (Secondary) will have:

1. A living Christian faith
  2. Curriculum &/or pastoral leadership experience
  3. A sound understanding of contemporary pedagogy and wellbeing paradigms
  4. A sound understanding of the wider educational sector, including the relevant aspects of educational psychology, regulatory requirements, theoretical underpinnings and application in practice, strategic planning and school improvement paradigms
  5. Strong team building and organisational capacity
  6. A willingness to go the extra mile to achieve excellence
  7. Evident leadership capacity; strong referee commendations
  8. Excellent communication skills
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