



KINROSS WOLAROI
— SCHOOL —

Head of Social Science

Candidate Information Pack

Closing Date: 14 August 2022

July 2022



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 School 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 Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The Head of Social Science is responsible for the Senior School Social Sciences program from Year 7 to Year 12. This position has a strong emphasis on research and implementation of best practice in the Social Sciences at Kinross Wolaroi School (KWS). A personal and professional commitment to ongoing 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.

The Head of Social Science will liaise with:

- The School Principal
- Head of Teaching and Learning
- Director of Studies
- Human Resources department
- Head of Senior School
- Academic Committee
- The Director of TREE
- Staff
- Students
- Parents



POSITION DESCRIPTION

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

Key Word	Duties
Teach	<ul style="list-style-type: none">• Teach a part-time teaching load• Teach Social Science Years 7- 12• Facilitate effective learning opportunities for students of Social Science.• Assess students on their understanding of the content and skills which are specified in the science curriculum.• Teach other subjects as required to fulfil a part-time teaching load



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Key Word	Duties
Co-ordinator	<ul style="list-style-type: none">• Manage and oversee the operation of the Social Science faculty. At KWS this includes the subjects of Stage 4 Geography, Stage 5 Geography and Commerce, and Stage 6 Business Studies, Legal Studies, Economics, and Geography• Involvement in strategic planning processes• Ensure that the day-to-day administration of the Social Sciences program is efficient and that systems, resources and equipment are well-maintained• Regular evaluation of the School's Social Science programs• Assist with curriculum differentiation and personalised learning through collaboration with teaching staff• Chair regular departmental meetings, where appropriate, to share expertise and resources• Assist in the recruitment of new Social Science Teaching staff• Serve as a member of the Academic committee• Maintain oversight of the record keeping and tracking of student academic results



Key Word	Duties
Departmental Support	<ul style="list-style-type: none"> • 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 Social Science within the Senior School • Work with the School Literacy Integrator and Heads of Departments across faculties to enhance literacy initiatives, inquiry and differentiation • Work with the School Learning Support Co-ordinator and Literacy Integrator to enhance the differentiated delivery of literacy in Social Science across Stages 4, 5 and 6 • Work with teaching staff in a flexible manner to team teach and to assist with study skills, research methods, literacy skills and literature promotion
External Relationships	<ul style="list-style-type: none"> • Participate in professional associations in order to share information • Locate resources for students and staff outside the school • Work with outside agencies in co-operative projects and resource sharing
Educational Leadership	<ul style="list-style-type: none"> • Keep abreast of current teaching and learning strategies, curriculum developments and technologies • Ensure that Social Science 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 • Ensure that services and facilities meet the needs of students and staff



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Key Word	Duties
Faculty Management	<ul style="list-style-type: none">• Prepare and administer an annual budget• Implement resource evaluation strategies
Student Involvement	<ul style="list-style-type: none">• Undertake responsibilities of being a House mentor within the Wellbeing program
Co-Curricular	<ul style="list-style-type: none">• Undertake an average of 5.5 hours per week to contribute to the co-curricular program



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 Senior School and Head of Teaching and Learning (the Supervisors).



SELECTION CRITERIA

Essential Professional 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
- Ability to teach HSIE courses Stages 4, 5 and 6 (or equivalent)
- Energy, enthusiasm and a passion for assisting students including providing pastoral support
- 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
- An ability to integrate and utilise ICT effectively within the classroom



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.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- 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 professionally attired.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives 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.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012 (NSW)* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

COVID-19 Vaccination

It is an expectation of employment that all staff comply with School policy requiring staff to be fully vaccinated against COVID-19 or other diseases (as advised by the School) and you providing the School with evidence it considers satisfactory regarding vaccination. Being fully vaccinated may include additional doses and booster injections.

Workplace Health & Safety

- Be informed of and comply with 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.

APPOINTMENT CONDITIONS

Employment will be offered on the basis of a 0.2 FTE five-year fixed-term tenured position and a 0.8 permanent position, commencing Term One 2023 and terminating on 31 December 2027. 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). There will be a 0.2 allocation to fulfill HOD duties.

Remuneration will be according to the Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021 (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified with a Level 2 Leadership allowance.

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

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au.

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included 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 mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

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