

POSITION VACANT

TYNDALE CHRISTIAN SCHOOL



TAS Key Learning Area Coordinator (Year 6 to 12)

Applications are invited from suitably qualified and experienced persons to fulfill the role of full time TAS Key Learning Area Coordinator (Year 6 to 12). This position reports to the Principal via the Head of Middle & Senior School. Applicants need to be Christians of Evangelical/Protestant persuasion, who are active in their own churches and whole heartedly subscribe to the School's Educational Creed as found on our website www.tyndale.edu.au under Our School, Educational Creed.

Tyndale is an independent, co-educational and parent-controlled school located in Blacktown. It was founded in 1966 and has developed in size and reputation with over 950 students Prep to Year 12. At Tyndale teachers seek to offer a Gospel centred curriculum which points to the Lordship of Jesus over all creation.

This role would suit a passionate and dynamic educator with extensive experience in Stages 4-6 TAS and a desire to lead a team of teachers in providing quality Christ-centred education. For further details, please refer to the *Job Description - Key Learning Area Coordinator (Year 6 to 12)*, available on our website -www.tyndale.edu.au under 'Our School' and 'Employment Opportunities'.

Tyndale Christian School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment. Applicants will need to provide the new NSW Working with Children Check, and sign a Statutory Declaration under the Oaths Act 1990 (NSW) under section 40A of the Child Protection (Working with Children) Act 2012. Applicants will also need to provide their **NESA Number**.

The expected commencement date - Term 1 2020 or as soon as possible thereafter

To apply for this position, please submit an application form, which is available [here](#), from the School Office or www.tyndale.edu.au/our-school/employment-opportunities.

Please enclose a full CV and details of 3 confidential referees (minister, employer, and colleague) to:

The Principal, Tyndale Christian School, 58 Douglas Road, NSW 2148
or email to employment@tyndale.edu.au

For further information, please phone our Principal, Mr Jack Joyce, on 02 8811 7800.

Applications close at 4.00pm on Friday, 17 May 2019



Job Description – Key Learning Area Coordinator

Position Title	Key Learning Area Coordinator
Department	Year 6 to Year 12
Reports to (name)	Bronwyn Wong
Reports to (title)	Head of Middle & Senior School
Date Prepared	November 2018

1. All staff obligations

All staff at Tyndale Christian School:

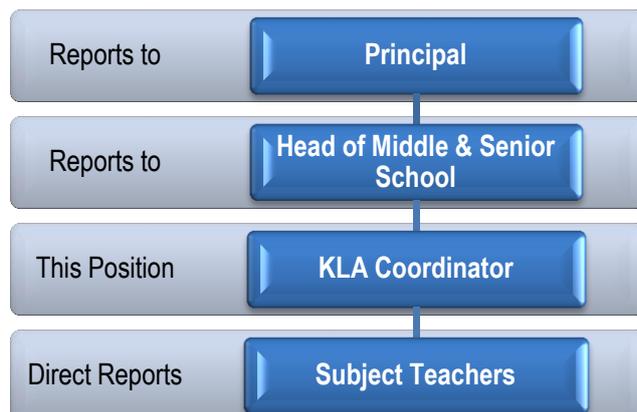
- are to be Christian educational professionals which is to be reflected in their relationships with God, with students, parents, colleagues, other staff and with self;
- must declare their unconditional agreement, without moral reservation, with the Association's Educational Creed and Faith Basis of the School as outlined on part 9 of the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement 2011-2012 (Number 2) (or any industrial agreement that replaces this); be actively involved in a Christian Church; must be scripturally sound in their teaching; and must lead exemplary lives;
- are employees of the Association and it is a term of their employment that they carry out all lawful directions of the Association's Board;
- must be screened with the NSW 'Working with Children Check' requirements;
- must understand that the School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment. They must therefore abide by the School's Child Protection Policy;
- will be required in Term 3 to provide to the Board a non-binding written statement of intention for the following year;
- must abide by the Staff Code of Conduct;
- must be fully competent in a technology rich learning environment; and
- may be required to remain after normal hours for additional duties and meetings deemed necessary by the Principal and Board including camps and extra-curricular duties.

2. Position Summary

The position of Key Learning Area Co-ordinator (KLA) is a position of Special Responsibility in the School's Management Structure. The KLA Coordinator is a teacher and administrator who leads by professional and Biblical example in and out of the classroom; who encourages the staff and students throughout the School, as well as those in their direct care, to achieve high standards in the context of Christian service and relationship.

KLA Coordinators must be fully cognizant of the Vision and Mission Statements and the Educational Creed of the Association and actively promote them. Each KLA Coordinator has an important task in the oversight of the development and management of staff, curricula and programs in their subject areas within the School. The position will report to the Principal via the Deputy Principal Curriculum, Teaching and Learning. This position is subject to an annual performance review.

3. Reporting Relationships





Job Description – Key Learning Area Coordinator

4. Responsibilities

ORGANISATIONAL COMMITMENT	
Key Accountabilities	Performance Assessment
Demonstrated commitment to the Vision, Mission Statements and Educational Creed of Tyndale	<ul style="list-style-type: none"> • Maintain a commitment to a faithful walk with the Lord Jesus Christ • Demonstrate ongoing commitment to the School's Vision and Mission Statements and Educational Creed in accordance with the articles and memorandum of association and biblical basis • Demonstrate a developed understanding of the place of education, teaching and learning within a Christian worldview context
Key Accountabilities	Performance Assessment
Curriculum development	<ul style="list-style-type: none"> • Facilitate and guide the design and implementation of curricula and programs that reflect a Christ-centred, Biblically based worldview consistent with the School Creed. • Maintain an up to date understanding and oversee the implementation of the relevant Board of Studies syllabi and amendments • Ensure that Scope and Sequence documents and programs are up to date, registered and evaluated annually • Ensure parity between classes and that a differentiated approach to learning is clearly identified in programs and used in classes • Ensure that the KLA's assessment policy reflects the School's ethos and that staff administer it carefully • Develop and monitor the assessment procedures ensuring that accurate records are kept and accurate statistical procedures used • Ensure that staff regularly set appropriate homework tasks, mark students' workbooks (ensuring bookwork is of a high standard), meet all deadlines. • Ensure appropriate monitoring of student progress • Encourage staff in their preparation of students for external examinations. • Promote best practice through maintaining an up to date knowledge of developments in the KLA and educational pedagogy • Maintain a commitment to performance benchmarking, reporting on summary findings and providing strategic recommendations • Provide a monthly report to the Deputy Principal, Teaching and Learning focussing on curriculum implementation and student learning
Key Accountabilities	Performance Assessment
Faculty responsibilities	<ul style="list-style-type: none"> • Seek to understand the way in which the KLA fits into the whole School context, and how the work done in the KLA serves the School's ethos • Consult with, advise and support Years 6-12 teachers in the KLA • Maintain and develop relevant KLA teaching resources, tools and texts • Maintain KLA files and prepare annual budgets in consultation with the Business Manager • Lead and manage faculty staff, particularly in respect of performance and conduct • Convene and chair faculty meetings and provide the Principal with the Minutes • Represent the KLA at Senior Leadership Team meetings and as required at Parent, Board and Committee meetings • Allocate such duties as may be necessary for the smooth functioning of the faculty and oversee staff participation in assigned faculty or School duties • Organise KLA newsletter articles and coordinate EXPO and Open Day preparation for your KLA area



Job Description – Key Learning Area Coordinator

Key Accountabilities	Performance Assessment
Staff development	<ul style="list-style-type: none"> • Communicate changes in Board of Studies requirements, KLA policies and procedures to staff, and where appropriate, to parents • Promote and monitor professional development of KLA members, including within School and inter-school visits and appropriate In-service courses • Assist the Principal and Deputies with the professional development of staff, including staff observations, feedback and appraisal • Mentor specific subject teachers, as required • Monitor and support the new scheme teachers and be responsible for the NST accreditation report
Key Accountabilities	Performance Assessment
Facilitate the effective implementation of the Relationship and Responsibilities Policy (Discipline)	<ul style="list-style-type: none"> • Support subject teachers to maintain a positive and engaging learning environment • Advise subject teachers regarding specific discipline and management issues • Propose and implement constructive and corrective discipline procedures with students • Notify and interview parents regarding student behaviour • Make referrals to the School Counsellor where appropriate • Organise and supervise student lunchtime detention
Key Accountabilities	Performance Assessment
Engage in School events and display consistent support for the School through visible involvement in School life	<ul style="list-style-type: none"> • Attend staff and Senior Leadership Team meetings, including devotions and pastoral care meetings. As part of the Senior Leadership Team you will take an active role in the leadership of the School • Support, promote and engage in School events • Offer Spiritual/Pastoral guidance of teaching staff as it relates to their professional duties

IN ALL MATTERS AND DUTIES

As a member of the Management of the School, the tasks and responsibilities will be undertaken as a ministry to the Lord's people under the leadership of the Lord Jesus Christ and in the spirit of Colossians 3:17: *'And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.'*

The appointment should be based on a strong calling from the Lord as agreed by both the School and the individual. We are each called to be a servant leader amongst our peers and in undertaking our responsibilities, serve the School community in achieving the Vision Statement and Mission Statements of the School.

It should be noted that, while detailed, this job description is not exhaustive and the Principal may at his discretion vary the responsibilities as required.

Jack Joyce, Principal

Employee's Name

Employee's signature and Date

Signature and date