

Application for Employment

Dean of Early Learning (from 2024)

Applicants for the position of Dean of Early Learning 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 Early Years Education at Mandurah Baptist College
3. An example of either a pastoral initiative that you have led with a focus on improving student wellbeing or 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 Monday 9 October, 9.00am

- Applicants should address Part A and Part B 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.

Job Description

Dean of Early Learning (Kindergarten to Year 2)

The Dean of Early Learning 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.

The Dean of Early Learning leads the Early Years Learning community in improving the educational outcomes of students by nurturing positive relationships between students, teachers, parents and stakeholders to ensure the safety, wellbeing and connection of all students in early childhood education.

The Dean of Early Learning will be a mature, practicing Christian, able to provide Christ-like leadership to staff and students in Years Kindergarten to 2 (expanding to Pre Kindergarten to 2), whilst contributing actively to the Christian ethos, vision and mission of the College. This is a broad role encompassing pastoral, curriculum (in collaboration with the Dean of Teaching & Learning (Primary)) and behavioural aspects across the Early Childhood Education (Early Childhood Education) portfolio.

The Dean of Early Learning may have a teaching load of up to 0.2, if needed in this capacity.

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 Early Learning portfolio.
- 1.3 Provide reports on the operations, planning and performance of the Early 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) Leadership

- 2.1 Enthusiastically promote the vision, ethos and aims of the College.
- 2.2 Work closely with the Principal, Head of Primary and Primary Leadership Team to provide leadership and pastoral care to Pre Kindergarten to Year 2 staff, students and families.
- 2.3 Develop a vision for students in Pre Kindergarten to Year 2, building and disseminating professional knowledge about this stage of development and best practice with students in this phase ensuring students are well known, cared for and equipped for upper primary.
- 2.4 Work closely with the Primary Leadership Team to plan, implement, monitor and evaluate Primary School programs, policies and procedures.
- 2.5 Demonstrate collaborative decision making, accountability and professionalism.
- 2.6 Contribute to excellent communication and high levels of collegiality and unity within and between the staff of the Primary School and Secondary School.
- 2.7 Work closely with the Principal and the Primary Leadership Team to ensure that all Primary School practices and procedures comply with legal, legislative and regulatory educational and procedural requirements.
- 2.8 Actively contribute to and attend all official functions of the Primary School, including parent evenings, concerts, productions, services etc.
- 2.9 Provide support to the Principal, Head of Primary and the Primary Leadership Team.
- 2.10 Provide exemplary educational leadership and pastoral care for all students in Kindergarten to Year 3.
- 2.11 Work collaboratively with the Principal, Head of Primary and Primary Leadership Team to assist in leading Teaching and Learning and Student Engagement in Pre Kindergarten to Year 2.
- 2.12 Build morale, collegiality and professionalism among all staff in Pre Kindergarten to Year 2.
- 2.13 Attend after school or evening meetings as required.
- 2.14 Work closely with the Principal and Primary Leadership Team to contribute to Strategic Planning and School Improvement Planning for the College and Primary School.
- 2.15 Encourage and proactively engage in professional learning and development opportunities.
- 2.16 Chair Pre Kindergarten to Year 2 staff meetings as required.
- 2.17 Work closely with the Principal, Head of Primary and Primary Leadership Team to provide the highest quality of Christian leadership to the Primary School.
- 2.18 Contribute to excellent communication and high levels of collegiality and unity within and between the staff of the Early Childhood Education Team and Upper Primary Team by organising transition of students between the two phases.

3) Teaching & Learning

- 3.1 Work closely with the Principal, Head of Primary and, in particular, with the Dean of Teaching & Learning (Primary) with respect to curriculum and pedagogy.
- 3.2 Under the direction of the Head of Primary, assist in the facilitation of Primary staff meetings and all aspects of Early Childhood Education curriculum, with the aim of implementing best practices and processes.
- 3.3 Have the knowledge, understanding and advocacy for best practice pedagogy and evidence-based teaching and engaged learning in Early Childhood Education.
- 3.4 Seek out and attend professional development which relate to the Early Childhood Education, including attending AISWA briefings etc.
- 3.5 Promote and support best practice and current developments in teaching and learning and student engagement.
- 3.6 Work closely with the Principal, Head of Primary and Dean of Teaching & Learning (Primary) to ensure that the Primary educational program provides for the needs of all children,

- including students with diverse needs, gifted students and students with learning difficulties for Pre Kindergarten to Year 2 students.
- 3.7 Undertake the professional training to increase relevant knowledge of Early Childhood Education, and attend other relevant training programs approved by the Principal.
 - 3.8 Hold the key role in the writing of the College's Quality Improvement Plan for the implementation and development of the National Quality Standards for Early Childhood at Mandurah Baptist College.
 - 3.9 Work in collaboration with other leadership staff to complete related documents including the annual Principal's audit.
 - 3.10 Collect data and compliance evidence supporting the Quality Improvement journey.
 - 3.11 Work in collaboration with the Early Childhood Education team to coordinate staff feedback and define common goals for improvement.
 - 3.12 Contribute to monthly board reports, communicating key points relating to Early Childhood Education at MBC.
 - 3.13 Plan, facilitate and chair fortnightly team meetings.
 - 3.14 Coordinate professional learning sessions for the Early Childhood Education team in order to meet QIP goals and upskill staff learning needs.
 - 3.15 Manage the approved Early Childhood Education and National Quality Standards (NQS) budgets and be responsible for the ordering, receiving and authorising of all materials and equipment.
 - 3.16 Meet regularly with the Head of Primary to report on all aspects of the Early Learning Centre operations and programs.
 - 3.17 Review and edit Early Childhood Education reports biannually.

4) Pastoral Care

- 4.1 Work closely with the Principal and Head of Primary with respect to the uniform, behaviour and pastoral care of Pre Kindergarten to Year 2 students.
- 4.2 Promote and support best practice and current developments in student pastoral care and engagement.
- 4.3 Ensure community safety, wellbeing and positive behaviour.
- 4.4 Work closely with the Principal, Head of Primary and Primary Leadership Team with respect to pastoral care, student management and student safety in Pre Kindergarten to Year 2.
- 4.5 Work closely with the Principal and Head of Primary to monitor, manage and improve, when necessary, the tone and standard of behaviour and pastoral care in Early Childhood Education classrooms and manage children referred for inappropriate behaviour.
- 4.6 Work closely with the Principal, Head of Primary and Primary Leadership Team with respect to Early Childhood Education child protection issues, Protective Behaviours Education, and Child Safe Organisations initiatives.
- 4.7 Work closely with the Principal, Head of Primary and Primary Leadership Team in the pastoral care of Early Childhood Education students, ensuring that their care and wellbeing meets the highest standards.

5) Staff

- 5.1 Work closely with the Principal, Head of Primary and Primary Leadership Team in the supervision of, and effectiveness of Early Childhood Education staff.
- 5.2 Work closely with the Principal, Head of Primary and Primary Leadership Team for the mentoring of staff who are in their early years of teaching.
- 5.3 Maintain high levels of staff morale and excellent professional standards within the Primary School including dress and presentation.

- 5.4 Promote positive, collegial and cooperative working relationships between staff of the Primary School.
- 5.5 In conjunction with the Principal, Head of Primary and Primary Leadership Team, provide support to staff experiencing difficulties with parents.
- 5.6 Liaise with and support Early Childhood Education Assistants in collaboration with the Dean of Teaching & Learning (Primary).
- 5.7 Collaborate in the performance appraisal of the Early Childhood Education teachers.

6) Parents and Community

- 6.1 Work closely the Principal, Head of Primary and Primary Leadership Team to maintain high levels of parent satisfaction in Pre Kindergarten to Year 2.
- 6.2 Attend all parent events involving students in Pre Kindergarten to Year 2
- 6.3 Organise and facilitate parent engagement sessions at the College, Actively promote relationships with parents for the Primary School in general e.g., Parent Information Evenings and Open Night Learning Journey etc.
- 6.4 Work closely with Principal, Head of Primary and Primary Pastoral Care Team to follow up on Early Learning students and their families during times of crisis, prolonged illness, injury and bereavement.

7) General

- 7.1 To deputise for the Head of Primary when required to do so.
- 7.2 Under the direction of the Principal and Head of Primary, to assist in the enrolment process for students in the Early Childhood Education phase of learning.
- 7.3 Administration support when absences require.
- 7.4 Work in collaboration with the Assistant Dean of Early Learning to plan, prepare and run playgroup twice a week.
- 7.5 Be aware of and champion school policies and procedures and be involved in the review and formulation of policies and procedures.
- 7.6 Model exemplary WHS knowledge and skills.
- 7.7 Membership of College staff Committees, as needed.
- 7.8 Plan, oversee and apply the physical and financial resources of the College in consultation with the Principal.
- 7.9 Assist in the enrolment process as it pertains to tours and interviews, in consultation with the Principal.
- 7.10 Other duties as directed by the Principal.