



KINROSS WOLAROI
— SCHOOL —

Junior School Teacher

Maximum Term (Maternity Leave Cover)

Candidate Information Pack

Closing Date: 12 July 2025

June 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

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. The 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-K 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 our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

This position is responsible to the Executive Director, Head of Junior School and works closely on a day-to-day basis within a Stage and the Director, Assistant Head of Junior School. The successful candidate will effectively manage an agenda focused on academic excellence and the incremental raising of standards. They will play a key role in the development of the School as it continues to evolve as an innovative, high performing 21st-century organisation.

The Junior School Teacher can expect to liaise with:

- The Principal
- Executive Director, Head of Junior School
- Director, Assistant Head of Junior School
- Director, Wellbeing
- Staff
- Students
- Parents



POSITION DESCRIPTION

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

Key Word	Duties
Teaching	<ul style="list-style-type: none">• Work proactively within a collaborative teaching team, including resourcing, programming and assessment development• Prepare and present an outcomes focused curriculum based on the NSW Syllabus documents• Complete a differentiated weekly program as part of a teaching team, including evaluative comments as required• Use Information and Communication Technologies to present engaging and challenging learning experiences• Plan and present learning experiences that are student centred and outcomes focused, taking into consideration student levels of readiness and social emotional needs• Closely monitor student progress in each area of the curriculum and maintain up-to-date records on each student’s learning for a range of purposes including staff information, mandatory documentation, government census (eg NCCD) and NAPLAN disability applications• Regularly communicate student progress to parents through notes in the diary, work samples, assessments, meetings, and formal reports• Demonstrate classroom management skills• Monitoring student behaviour development, being aware of circumstances which may lead to poor or erratic behaviour• Monitor each student’s attendance patterns and report matters of concern to the Executive Director, Head of Junior School• Develop and maintain open lines of communication with parents• Attend and participate in Staff Meetings, Assemblies and Chapel• Attend school-based activities within and outside School hours as appropriate.



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Key Word	Duties
Professional Development	<ul style="list-style-type: none"> • Stay abreast of current developments in educational thinking, curricula and teaching practice • Participate in and contribute to Kinross Wolaroi School professional development programs and review process • Participate in the development and evaluation of curriculum, programs, and resources for the implementation of the curriculum • Maintain a suitable level of technology competence relevant to teaching students and maintaining School documentation • Maintain professional accreditation with recognised professional associations including the NSW Institute of Teachers and the AIS • Participate in meetings as required
Service and Teamwork	<ul style="list-style-type: none"> • Ensure all students and parents are provided with information in a timely, efficient, and appropriate manner • Maintain professional confidentiality concerning information about staff and /or students • Ensure all documents are prepared and presented in a professional format in keeping with School practices • Operate as a “team player” at all times and fully support the Executive Director, Head of Junior School and the Executive team
Wellbeing	<p>All staff are responsible for student wellbeing, including classroom, educational development, and specialist teachers. Key tasks include:</p> <ul style="list-style-type: none"> - Understanding each student as an individual, a family member, and a school community member. - Reflecting the School’s Vision and Values in their care for students. - Being sensitive to students’ personal, social, or organizational issues. - Liaising with colleagues and parents about the wellbeing needs of the class and individual students. - Monitoring each student’s academic progress



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Key Word	Duties
Co-Curricular	<ul style="list-style-type: none">• Coach sporting teams and / or contribute to the School's co-curricular programme for an average of 5.5 hours per week• Maintain accurate records of student attendance, performance and appropriate levels of supervision and standards of behaviour• Ensure the necessary equipment is available and maintained
Other Duties	<ul style="list-style-type: none">• Attend to any other matters deemed appropriate for the position and consistent with the skills of the incumbent as directed by the Principal and Executive Director, Head of Junior School.

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 Executive Director, Head of Junior School. For day-to-day operational matters the position will be responsive to the directions of the Director, Assistant Head of Junior School.



SELECTION CRITERIA

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 attire.
- 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.

Essential Professional Criteria

- Recognised tertiary teaching qualifications and NESA registration to teach in NSW
- Thorough understanding of, and ability to implement the NESA NSW syllabus
- Deliver quality teaching and learning experiences for students that develop deep understanding in and across curriculum areas
- Plan, maintain, teach and evaluate innovative, contemporary programs with effective assessment strategies in order to meet a range of student needs within the classroom and cocurricular offering
- Effectively integrate ICT (including digital media) for teaching and learning, administration, and professional learning
- Build learning relationships through employing restorative practices
- Proven ability to work effectively within a team environment to support learning within the School. This will include negotiating and collaborating with other Specialist and Class Teachers to facilitate cross curricular thinking within transdisciplinary units of inquiry
- Proven commitment to continued professional growth through self-reflection and further learning
- Understanding of child protection legislation and policies



Desirable Professional Criteria

- Proven interest in co-curricular activities
- Have appropriate qualifications to coach sporting teams
- Experience across K-6
- Willingness to take on additional responsibilities

Essential Knowledge, Skills and Attributes

- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Excellent problem solving, organisational and time management skills.
- Strong communication skills.

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.

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 maximum term, full time role commencing 31 August 2026 and ceasing no later than 8 October 2027.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 (CMEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

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 the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

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