



KINROSS WOLAROI
— SCHOOL —

Head of Teaching & Learning

Candidate Information Pack

Closing Date: 7 August 2026

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 approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city 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. 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-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

The Head of Teaching & Learning is a senior leadership position responsible for leading the development, implementation and continuous improvement of the School's academic program.

The role provides strategic direction in curriculum design, pedagogy, assessment and professional learning, ensuring a coherent, high-quality educational experience from Kindy through to Year 12.

Working collaboratively with the Executive Director, Learning & Wellbeing and the School's curriculum leaders, the Head of Teaching & Learning drives a culture of academic excellence, innovation and continuous improvement, underpinned by a strong commitment to student wellbeing and holistic development.

The Head of Teaching & Learning can expect to liaise with:

- The Principal
- The Deputy Principal
- Executive Director, Head of Senior School
- Executive Director, Head of Junior School
- Classroom Teachers
- Students
- Executive Director, Learning & Wellbeing
- Heads of Departments
- Parents
- External Providers



POSITION DESCRIPTION

The following outline describes the key duties and accountabilities of the role; it is not exhaustive and may change to meet School priorities.

Key Word	Duties
Strategic & Operational Leadership	<ul style="list-style-type: none"> • Lead the development, implementation and ongoing evaluation of the School's Teaching and Learning Framework. • Provide expert advice to the Principal and Senior Leadership Team on curriculum, pedagogy and innovation. • Ensure alignment of curriculum and teaching practice with the School's mission and strategic priorities. • Promote a culture of excellence, innovation and continuous improvement in teaching and learning.
Teaching & Learning Leadership	<ul style="list-style-type: none"> • Promote and model evidence-based, contemporary pedagogical practice. • Drive innovation in teaching approaches aligned with current research and best practice. • Foster a culture of excellence, collaboration and continuous improvement. • Model exemplary teaching practice and instructional leadership.
Curriculum Leadership	<ul style="list-style-type: none"> • Oversee the development, implementation and review of curriculum across all learning areas • Ensure a balanced, rigorous and future-focused curriculum that meets the needs of diverse learners • Work with the School's curriculum leaders to ensure high-quality curriculum planning, assessment and reporting practices • Support the implementation of innovative curriculum models, including integrated and interdisciplinary approaches • Oversee the design, delivery, and evaluation of curriculum programs. • Ensure compliance with NESA requirements and relevant curriculum frameworks. •
Assessment & Data	<ul style="list-style-type: none"> • Lead the development of high-quality assessment and reporting practices. • Drive consistency, rigour and quality assurance in academic programs. • Implement the effective use of student data to inform teaching and intervention. • Analyse academic trends and implement targeted improvement strategies. • Establish frameworks to monitor and track student progress.



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Key Word	Duties
Staff Development & Performance	<ul style="list-style-type: none"> • Lead a strategic professional learning program aligned to School priorities. • Coach, mentor and support staff in improving classroom practice. • Oversee professional review, performance development and feedback processes. • Support induction and mentoring of new staff, including early career teachers. <p>Build staff capacity in differentiation, assessment and instructional practice.</p>
Student Learning & Academic Progress	<ul style="list-style-type: none"> • Promote a culture of high expectations and academic achievement. • Monitor student performance and implement appropriate interventions. • Support diverse learning needs through differentiation and targeted support. • Collaborate with wellbeing and pastoral teams to support holistic student development.
Leadership, Collaboration & Culture	<ul style="list-style-type: none"> • Work collaboratively with the Principal and Executive to shape strategic priorities. • Lead and support curriculum leaders to improve teaching and learning outcomes. • Foster a culture of collegiality, innovation and shared professional practice. • Promote collaboration across departments and year levels. • Build strong partnerships with staff, students and parents.
Other Duties	<ul style="list-style-type: none"> • Attend to other matters appropriate to the position, consistent with the skills of the incumbent, as directed by the 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, Learning & Wellbeing (the Supervisor).



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 a good ambassador 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.

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.

Essential Professional Criteria

- Appropriate professional educational and tertiary qualifications and a demonstrated commitment to ongoing professional learning.
- Proven leadership experience in teaching and learning or curriculum.
- Deep understanding of NSW curriculum and assessment requirements.
- 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.



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.

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.

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 three-year maximum-term tenured position, commencing by negotiation. 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.

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.

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.

**Please note that we may begin reviewing applications and conducting interviews prior to the advertised closing date. As such we encourage interested candidates to apply as soon as possible.*

Referees will not be contacted without your prior agreement.

or addressed to

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

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