



POSITION DESCRIPTION

DEAN OF EDUCATION

BRIEF DESCRIPTION & KEY OBJECTIVES

The role is primarily a leadership role providing direction and oversight to the Faculty of Education. It also includes elements of teaching, research and research supervision, and participation in the life of the College.

REPORTING

The Dean of Education is ultimately accountable to the Principal of Morling College. For daily reporting and activities, this position is accountable and reports to the Chief Academic Officer.

HOURS AND CONTRACT DURATION

The role is a three-day per week (0.6 FTE) position, with the pro-rata equivalent of four weeks of annual leave i.e. 12 days per year.

REMUNERATION

As agreed with Morling College Board.

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE

1. Leadership and Management

- a. Actively promotes the programmes of the Morling College Education Faculty and represents the college to key stakeholders including schools and peak organisations.
- b. Chairs the Education staff meeting, the Admissions and Moderation Committees, and serves as a member of the Morling College Academic Board and the Head of Departments and other committees and taskforces as required.
- c. Ensures that accreditation and registration components of the Education programs comply with the requirements of TEQSA and other bodies as required.
- d. Is responsible for the implementation of those elements of the Morling College Strategic Plan, the Learning and Teaching Strategic Plan and the Research Strategic Plan that relate directly to the Faculty of Education.
- e. Is responsible for the preparation and management of the Faculty of Education budget in conjunction with the Morling College Chief Operating Officer or Finance Manager.

2. Teaching and Learning

- a. Provides oversight in the development and delivery of the online course units in the Master of Education (Leadership), Master of Education and Graduate Diploma of Education.
- b. Is directly involved in teaching and research supervision activities. The number of teaching/supervision hours will vary from semester to semester, but the average total load of teaching and teaching-related activities (including online teaching, creating and revising online learning resources, face-to-face teaching, lecture preparation, marking assignments, serving as unit coordinator and mentor for



adjunct lecturers, and HDR supervision duties) should be normally be approximately 260 hours per annum.

3. Research

- a. Maintains research active status, to a level that fulfils the definition in the College’s Research Active Policy.
- b. Oversees and encourages research and scholarship activities of the permanent and adjunct faculty.

4. Involvement in the Life of the College

- a. Participates actively in the College community and is involved in the life of the College including where appropriate:
 - i. Tuesday chapel
 - ii. College events as requested by the Morling College Principal.
 - iii. Lunches with the College Faculty, Staff and students.

It should be noted that, while detailed, this position description is not exhaustive, the Principal and the Chief Academic Officer may, at their discretion, vary the responsibilities as required.

EMPLOYEE ATTRIBUTES / SELECTION CRITERIA

Qualifications or Experience	Essential	Desirable
Doctoral-level qualification in Education or a related discipline	X	
Formal academic qualifications in Theology, Biblical Studies or a related discipline, at undergraduate or postgraduate level		X
Experience in teaching and leadership within an educational context (primary, secondary or tertiary)	X	
A strong track record in research and a plan for maintaining an active research agenda	X	
Skills, Character and Qualities	Essential	Desirable
Demonstrated Christian character and active involvement in a local evangelical church	X	
Alignment of personal values, beliefs and practices with the mission and Christian ethos of Morling College	X	
Agreement with the NSW Baptist Statement of Beliefs (with any reservations clearly stated and explained at interview)	X	
Willingness to embrace a culture of shared evangelical conviction and gracious, respectful disagreement on other matters	X	
Strong interpersonal skills	X	
Ability to lead and motivate a team	X	
Ability to manage an organisation	X	