

Job Title:	Leader of Data & Analytics
Classification Level:	Band 2, Level 2
Sub-School:	Middle & Senior School (Years 6-12)
Campus:	Wynn Vale
Reporting relationships:	Curriculum & Pedagogy Leader Heads of Middle & Senior School

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion, and opportunities for spiritual and practical support. We strive for meaningful, individual, and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way.'

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness, and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action, and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible, and building trust with others by acting with Excellence and Integrity .

Middle and Senior School

At King's, our Middle and Senior Schools are united in their commitment to empowering students to navigate the changing world and develop as independent thinkers with a strong sense of self. We prioritise pastoral care, ensuring that every student is recognised and valued. Central to our ethos is our dedication to offering diverse experiences that allow students to genuinely express their unique talents, passions, and interests, thereby fostering holistic learning and personal growth. The strong partnership between educators, students, and families creates a culture of mutual support, curiosity, and growth, reflecting our belief that we are truly better together.

Position Purpose

The Leader of Data and Analytics is a member of the Curriculum and Pedagogy Team who collectively drive all matters related to student learning and achievement. In addition to specific portfolio responsibilities, each Leader is charged with:

- Coaching individuals and teams of teachers to deliver a student-centred pedagogy in order to maximise student outcomes.
- Contributing to driving curriculum innovation across the school
- Overseeing the implementation and ongoing use of the Learning Management System as a tool for planning, facilitating, and assessing learning
- Creating accountable structures in regard to the monitoring of programs, assessment, and reporting
- Collectively embracing the use of appropriate technology in pursuit of educational outcomes
- Support other Leaders in the achievement of portfolio specific goals.
- Work in collaboration with pedagogical leaders in the Early Years and Junior School to establish inclusive learning programs and a seamless transition through the school.

The Leader of Data and Analytics of the Middle and Senior Schools, ensures seamless operations that empower educators to focus on delivering exceptional learning experiences. This role is vital in orchestrating the logistical and administrative functions that drive the success of our school.

Working closely with key school leaders, this individual will bring strategic problem-solving skills, a keen eye for detail, and a proactive approach to supporting staff and students. They will be a trusted advisor, providing creative solutions to complex scheduling and operational challenges while maintaining confidentiality and professionalism.

By optimising processes and fostering collaboration, the Leader of Data and Analytics enables our educators to focus on what matters most – nurturing and inspiring students. Their leadership will directly contribute to a dynamic, well-organised learning environment where both staff and students can thrive.

Key Tasks and responsibilities

The Leader of Data and Analytics has the following key responsibilities:

Timetable Development

- Develop the timetable for R-12 of Wynn Vale and Adelaide Hills campuses.
- Work closely with Executive Leadership Team to support in staffing, offering strategic advice on how to allocate FTE, ensuring classes are well staffed and is within the total FTE as negotiated with the Business Manager.
- Liaise with Curriculum and Pedagogy Team to ensure classes are staffed with the most ideal teachers.
- Deliver a timetable that optimises student subject selection.
- Communicate the process of subject selection to students and parents.
- Oversee the student subject selection process in collaboration with the Curriculum and Pedagogy Leader and Deputy Head of Senior School.
- Liaise with the Leader of Student Futures to ensure VET and SBAT timetable needs are met.

Learning Management System (LMS) Implementation

- Lead 6-12 staff in new LMS rollover in collaboration with Curriculum and Pedagogy Team.
- Communicate new features of LMS as they are developed.
- Ensure grading is accurately set up and communicated to staff.
- Provide one-on-one and/or group support/coaching for staff setting up classes.

Exam and NAPLAN Coordination

- Administer End of Semester Exams and Stage 2 Exams.
- Create Exam timetables and communicates this to staff, students and parents.
- Ensure accountability of staff in meeting deadlines for the writing, printing and marking of examinations.
- Communicate the process of End of Semester Exams to students and parents in collaboration with the Curriculum and Pedagogy Leader.
- Collaborate with the Curriculum and Pedagogy Leader and Leader of Enrichment and Inclusion to accommodate special needs in both exams and NAPLAN.

Data Analysis

- Collaborate with the Curriculum and Pedagogy Team to use NAPLAN, PAT, SACE and school assessment data to implements school wide strategies.
- Coach teams of teachers to interpret data and implement change.
- Collate longitudinal data to identify trends and to assess the effectiveness of curriculum.
- Support the Leader of Enrichment and Inclusion in the collection, maintenance and distribution of NCCD information.

Other

At times, the Leader of Data and Analytics may be required to perform other duties. These will be requested by the Principal, Heads of School or Curriculum and Pedagogy Leader.

Key relationships and accountability

- The Leader of Data and Analytics reports to the Curriculum and Pedagogy Leader.
- Works collaboratively with the Heads and Deputy Heads of Middle and Senior School, House Leaders, the Leader of Student Futures, and the Curriculum and Pedagogy Team.
- Accessible to Middle and Senior School staff, students and families.

Personal and Key Qualities

A personal commitment to the King's Way, (specific for the sub-school in which they work) and the school's Leadership Values that underpin the delivery of a Christian-based education to students in the School community is essential.

Education and Experience

- Diploma of Teaching, Bachelor of Education or higher in Education.
- Registered as a teacher in South Australia (or able to be).
- A record of success in achieving agreed goals in collaboration with others.
- Has undertaken the Growth Coaching Course (or has a willingness to do so).
- Has a demonstrated capacity to meet the standards of a Lead Teacher.
- Has a willingness to embrace King's School Wide Pedagogy.

Terms and Conditions

- The Job Description for a Teacher at King's underpins the role of Leader of Data and Analytics.
- The role of Leader of Data and Analytics is for a fixed term of 3 years and attracts the additional salary of a Position of Responsibility (POR) Level 2. The role holds a typical teaching load of approximately 0.5 FTE with a release time equivalent to 13 lessons.

- At the conclusion of this term the Leader of Data and Analytics will return to their substantive teaching position and associated salary at their Band 1 incremental step.
- Beyond the first term of appointment, the Leader of Data and Analytics will be entitled to reapply along with any other applicants should they wish to do so.
- In the circumstance that the position is required beyond the first term of appointment, the Leader of Data & Analytics will be entitled to apply along with any other applicants should they wish to do so.
- Employment conditions are contained in the current Enterprise Agreement.