

Head of Department Commerce



Job Description

The Knox School is an independent, co-educational, and non-denominational community from ELC to Year 12, where every student is known, valued, and supported to grow. Achievement, Care, Empathy, Resilience, Responsibility and Respect are equally valued here, because education is not just about what students learn, but about creating individuals who are adaptable, thoughtful, and ready to write their own stories.

Our teachers know their students deeply, creating personalised learning experiences that build confidence, spark curiosity, and inspire a lifelong love of learning. We celebrate individuality, courage, and connection, preparing young people to contribute thoughtfully and confidently to the world around them.

We have again been recognised as an Employer of Choice and one of the 5-Star Best Schools by The Educator, a testament to our commitment to creating an environment where both students and staff feel valued, inspired, and supported to thrive.

An exciting opportunity has arisen for an energetic, innovative and inspired Head of Commerce to join the TKS team. This is an ongoing teaching role with a two-year tenure as Head of Department commencing Term 1, 2027.

About the role:

As Head of Commerce, you will lead a department that sparks curiosity, builds real-world understanding and empowers students to think critically about the systems around them. You will shape the learning environment where Commerce subjects thrive across Years 7 – 12 VCE. The ideal candidate will be experienced across VCE Business Management and Legal Studies, be committed to the education of young minds, determined to achieve academic excellence and skilled at leading a diverse team. The role has both a teaching and leadership component.

You will be responsible for:

- **Teaching & Learning Excellence** – Inspiring a culture of curiosity, high expectations and continuous growth, where innovative teaching and evidence-informed practice enable every student to thrive.
- **Collaborative Culture** – Fostering a positive, inclusive and transparent environment built on strong relationships, open communication and a shared commitment to achieving the best outcomes for students.
- **Student Wellbeing** – Championing a safe, supportive and nurturing learning community where every student feels valued, connected and empowered to succeed.
- **Curriculum & Pedagogical Leadership** – Providing strategic leadership across Years 7–12 to ensure a cohesive, research-informed curriculum, data driven and consistent teaching practices that drive student growth, achievement and continuous improvement.

Working at The Knox School offers:

- A warm, supportive and stimulating work and learning environment set amongst beautiful grounds.
- Flexible working hours during non-contact time.
- A Collaborative Professional Learning Program that's built into your timetable.
- Onsite Community Café (with barista-quality coffee), Reformer Pilates and Gym.
- Employee Assistance Program.
- Onsite car parking.

The ideal candidate:

- Holds a current VIT registration and Current Police Check.
- Is passionate about the education, learning, the growth and development of individual students and cares about their wellbeing
- Has demonstrated success teaching Units 1 - 4 Business Management and 1 - 4 Legal Studies.
- Experience teaching in Units 1 - 4 Accounting and/or Economics highly regarded.
- Has a thorough understanding of contemporary wellbeing and student management practices.
- Engages effectively with parents, staff, and students to build relationships across the broader community.
- Must support the School's vision and ethos and demonstrate the School Values of Achievement, Responsibility, Respect, Resilience and Care and Empathy.
- Has knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Has working knowledge of and is able to adhere to the School's policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook which can be accessed [here](#).
- Satisfactorily completes a values-based interview which will assess suitability to work with children and young people, and ensure that children and young people's rights are respected.
- Displays a supportive and respectful attitude to students and their families and builds positive connections with all members of the school community.
- Holds, or is prepared to obtain, a current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training. The school provides training annually.

Commitment to Student Safety:

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Applicants are invited to submit their resume along with a cover letter by email to **Fiona Kapkidis, Head of People & Culture (HR)** at hr@knox.vic.edu.au. Resumes must include the contact information for 2 referees. Written applications close **Friday 21 August 2026** and may be reviewed on receipt.