



Christ Church Grammar School

DUTY STATEMENT

Assistant Head of English

DATE: March 2025

TIME: Three-year appointment (commencing mid Term 2, 2025)

STATUS: Full-time (1.0 FTE)

FACULTY/AREA OF RESPONSIBILITY: English

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

LINE MANAGEMENT:

Reporting directly to the Head of Department: English

WORKING RELATIONSHIPS:

The English Department has 18 staff members.

Beyond the Head of Department and members of the English Department, key working relationships include:

- the other two Assistant Heads of Department
- Director of Studies and members of the Studies Office

Other relationships of import include:

- Heads of House and other pastoral leaders
- Director of Pedagogy and Director of the Centre for Excellence
- Coordinator of Learning Development (Senior School)
- Head of Learning Resources

DUTIES AND RESPONSIBILITIES:

The Assistant Head of Department is responsible for the everyday working of the Department in the teaching, learning and assessment of students in two-year groups – ideally in one junior (Years 7 – 9) and one senior (Years 10 – 12, including English Literature). This may be subject to change over time according to the needs of the Department, the practicalities of the timetable and the expertise of the English Leadership Team.

This will mean:

- Continuous implementation and review of programs in the year groups and courses they are allocated in response to the Western Australian Curriculum in two-year groups and/or courses, including oversight of support and extension in lower school year group
- Mentoring and/or coaching of English teachers as appropriate
- Ensuring that there is a consistency in assessment across teaching groups, including in support and extension for junior coordination
- Co-ordinating and organising regular meetings of teachers to facilitate communication and teamwork, including leading regular consensus and moderation in upper school, and in lower school as appropriate
- Playing an active role in seeking out new resource materials, facilitating the sharing of resources and coordinating Nexus course pages for the programs for which they are responsible

- Monitoring issues in relation to the programs for which they are responsible and guiding the direction of programs across the Department
- Giving appropriate guidance and support to new and inexperienced teachers, especially those who are undergoing an appraisal/review process
- Working with the Head of Department in the facilitation of external and internal writing competitions (e.g., the English Department/Centre for Ethics Creative Writing Competition, the PD Naish Prize, Gresley Clarkson)
- Assisting the Head of Department with the collation and production of the annual Department Handbook.
- Assisting the Head of Department in the preparation and analysis of assessment data
- Contributing to the strategic planning for the English Department by assisting with the formulation and implementation of Department goals
- Being a passionate advocate of literature, literacy and language across the School

TEACHING DUTIES:

- Reduction of one class from a full-time load

EXPERIENCE AND QUALIFICATIONS:

This position requires:

- Relevant tertiary teaching qualifications and experience related to the teaching of English
- All applicants must be eligible to teach in Western Australia, have National Police Certificate and have completed a Working with Children Check

The person must:

- Have exceptional subject knowledge and demonstratable enthusiasm for English
- Have exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds
- Be willing to participate in professional development as necessary
- Be an independent worker with superior organisational skills
- Have the ability to set goals and prioritise work
- Have the capacity to manage multiple, simultaneous tasks
- Collaborate with others in a positive and effective manner
- Possess a good sense of humour
- Possess and promote a positive attitude towards boys and boys' education
- Be able to work as part of a team (English Leadership Team) as well as manage and lead teams
- Be receptive to feedback

SAFEGUARDING CHILDREN AND YOUNG PEOPLE:

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid Working with Children Check and Teaching Registration
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- participate in:
 - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
 - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
 - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Inc Enterprise Agreement 2022
- Reduction of one class from a full-time load
- Position of Responsibility Allowance equivalent to 60% Head of Department
- Three-year appointment with the first being probationary. If the successful applicant ceases to continue in this role following the three-year period they will be employed as a full-time teacher in the Senior School.
- The School provides a laptop computer
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience