

# Position Vacant

## DIRECTOR OF WELLBEING – K-6

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 19 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish. In 2018 the Junior School will have an enrolment of approximately 590 students.

The position of Director of Wellbeing K-6 is a full time/permanent position, to commence in Term 1, 2018.

The key objectives of the role are:

- Responsibility for the overall development of School policies and practices relating to student wellbeing and pastoral care.
- Proactively manage discipline matters in a comprehensive and timely manner.

There is a teaching load to be maintained as directed.

To be successful you will need to possess and demonstrate:

- Appropriate teaching qualifications and accreditation in NSW
- Post Graduate or special qualifications in Student Wellbeing or similar is desirable
- Excellent classroom teaching experience K-6 with comprehensive knowledge of the NSW curriculum
- Experience leading students, parents and teachers in contemporary, innovative wellbeing and discipline strategies
- Develop, implement and evaluate innovative wellbeing programs to meet the needs of students K-6
- Liaise with all parties in discipline matters to provide feedback and information as required, in an appropriate timeframe
- High level interpersonal, organisational and administrative skills and an ability to manage and coordinate projects and services to staff and parents
- Effective complaint management, conflict resolution and negotiation skills
- Highly developed oral and written communication skills with a proven ability to consult, prepare and deliver reports and liaise effectively with key stakeholders
- Ability to prioritise and work as part of a team in an efficient and effective manner
- Commitment and skills in digital literacy
- A commitment to the strategic direction and ethos of the school

Please go to our website to view the Position Description for more information at [www.ccgns.nsw.edu.au](http://www.ccgns.nsw.edu.au).

Interested applicants should familiarise themselves with the School's Strategic Plan '*Next Generation Teaching and Learning 2015-2020*', available on our website. It is expected that every member of staff will commit to the Strategic Plan. It is expected that staff will participate in Digital Learning and Teaching for Understanding professional learning.

All teaching staff at Central Coast Grammar School are expected to take part in the whole life of the School, including participation in Outdoor Education and involvement in co-curricular school activities.

The school complies with the requirements of the *Child Protection (Working with Children) Act 2012*. The position requires the successful applicant to have a Working with Children Check in accordance with the Act, prior to employment.

To apply you will need to provide a cover letter, CV, a copy of your academic qualifications, NSW Education Standards Authority (NESA) number, telephone numbers for referees and Working with Children Check number. If you are accredited with the Independent Schools Accreditation Authority (ISTAA), please provide a copy of your certificate.

**Please email your application to the Human Resources Manager by 3pm on Wednesday 11<sup>th</sup> October, 2017 to: [ccgscareers@ccgs.nsw.edu.au](mailto:ccgscareers@ccgs.nsw.edu.au).**

*Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.*