

# POSITION VACANT



CENTRAL COAST  
GRAMMAR SCHOOL

## DEPUTY HEAD OF SENIOR COLLEGE Years 10 to 12

**Full-time / Permanent Position to commence January 2025**

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 18 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

*“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment”. All CCGS staff participate in annual training in child protection. All statutory checks and references are required prior to confirmation of employment.*

This role has become available due to promotion. The role of Deputy Head of Senior College encompasses key leadership, management and development responsibilities for Years 10-12. The role includes high level capacity to foster positive relationships with staff, students and parents. The capacity to maintain a safe and orderly environment that prioritises learning and fosters individual achievement and student wellbeing is essential.

Reporting directly to the Head of the Senior College, this role embraces a wide scope of responsibilities and requires the successful applicant to maintain effective operational procedures and contribute to a range of programs related to academic and wellbeing policies and practices across Years 7-12.

The Deputy Head of Senior College is an integral member of the Senior College Executive and a member of the School's Executive K-12 leadership team. Commitment to innovation, collaboration and school improvement processes as part of the team is essential. The successful applicant will have a proven track record in leading and managing in a secondary school context.

To be successful you will need to possess and demonstrate experience in:

- Appropriate teaching qualifications and accreditation in NSW
- Student Wellbeing Programs and initiatives
- Student Leadership Programs and training
- Development and maintenance of appropriate tone, discipline and morale
- Operational effectiveness with organisation, communication and coordination
- Collaborative Professional relationships
- School & Community Partnerships
- Support and lead initiatives to assist wellbeing of students
- A commitment to the strategic direction and ethos of the school

Interested applicants should familiarise themselves with the School's Strategic Plan '*Striving for Excellence*', available on our website at [www.ccgsw.edu.au](http://www.ccgsw.edu.au). It is expected that every member of staff will commit to the Strategic Plan. It is expected that staff will participate in 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 cocurricular school activities.

**To apply you are required to provide the following information/documentation:**

- cover letter and CV, inclusive of the total number of fulltime equivalent years you have been a teacher, including a breakdown if applicable
- copy of your academic transcripts and other degrees or certificates, with conferred date(s), and if you are accredited with the Independent Schools Accreditation Authority (ISTAA), please provide a copy of your certificate
- Working with Children Check number
- record of your COVID-19 Immunisation status from the Australian Immunisation Register or COVID-19 Digital Certificate
- 100 points of ID
- NSW Education Standards Authority (NESA) number
- telephone numbers and details for referees

**Please email your application to the Human Resources Manager by 2.00pm, Monday 4 November 2024, to: [ccgscareers@ccgs.nsw.edu.au](mailto:ccgscareers@ccgs.nsw.edu.au).**

APPLICATIONS WILL CLOSE ON **4 NOVEMBER**, HOWEVER WE WILL BE REVIEWING APPLICATIONS AS SUBMITTED, SO EARLY APPLICATION IS STRONGLY ENCOURAGED.

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