

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

HEAD OF ENGLISH DEPARTMENT

Full-time / Permanent position

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.

Due to internal staff promotion, the position of Head of English Department has become available. The commencement date will ideally be the start of Term 2, 2025. However, this can be negotiated with the successful candidate.

The key objectives of this role are to:

- Support the School Executive by contributing to the development of the total ethos of the School in accordance with the School’s Aims and Objectives
- Lead, manage and build the professional capacity of teaching staff within the department
- Implement and manage all aspects of the curriculum in accordance with the requirements of the NSW Education Standards Authority
- Commit to the strategic direction and ethos of the school

Educational/Professional experience required:

- Experience/expertise with all levels of the English curriculum with the ability to lead and design quality, inclusive teaching and learning programs
- Tertiary qualifications in English/Education and accreditation in NSW
- Knowledge and experience to ensure compliance with NESA requirements
- Previous experience in a leadership position within a school environment would be desirable
- Masters Degree in an Educational discipline would be desirable
- Proven experience in assisting students to achieve high level academic outcomes
- Commitment and skills in digital literacy

Special Requirements:

- Excellent communication skills, both verbal and written, and the ability to communicate at all levels across the School
- Ability to work outside normal business hours of the School for the purpose of meeting with students, parents, external providers; for Outdoor Education, co-curricular expectations, parent information evenings, Speech Night, P&F functions, etc
- Sound understanding of contemporary issues in education
- Capability to lead and contribute to ongoing school improvement through evidence based interventions;
- Understanding of, and commitment to professional teaching standards
- Commitment to personal professional learning
- To foster collaborative learning cultures
- Ability to utilise, teach and lead in the Next Generation Learning facility
- Commitment to collegial involvement with the middle leadership team

Interested applicants should familiarise themselves with the School's Strategic Plan '*Striving for Excellence*', available on our website at www.ccgsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan and participate in the professional learning expectations of the School.

All teaching staff at Central Coast Grammar School are to take part in the whole life of the School, including participation in Outdoor Education and involvement in co-curricular 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, Wednesday 26 February 2025, to: ccgscareers@ccgsw.edu.au.

APPLICATIONS WILL CLOSE ON **26 FEBRUARY**, 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.