

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

HEAD OF LEARNING ENRICHMENT Years K to 6

Full-time Permanent Position to commence in 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 is a newly created role to effectively lead, manage and develop the Junior School Learning Enrichment team, which includes existing teachers and aides. You will work cohesively across the Junior School, and oversee the development & implementation of efficient departmental processes and teaching practices, including management of the support for K-6 students. This role has a dedicated teaching load to maintain.

To be successful you will need to possess and demonstrate:

- Appropriate teaching qualifications and accreditation in NSW
- Further qualifications in the area of Learning Enrichment and support would be well regarded
- Previous leadership experience in a similar role
- A high standard of competency, proficiency and innovation as a classroom teacher
- Highly proficient skills in digital literacy
- The capacity to cater for different learning needs
- Excellent communication and interpersonal skills
- Good administrative skills, with a high level of flexibility and adaptability
- A commitment to the strategic direction and ethos of the school

More details are available via a copy of the position description that is available on the school website – www.ccggs.nsw.edu.au, Employment tab.

Interested applicants should familiarise themselves with the School’s Strategic Plan ‘*Striving for Excellence*’, available on our website at www.ccggs.nsw.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, 13 November 2024, to:

ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON **13 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.