

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

ENGLISH TEACHER/ASSISTANT HEAD OF ENGLISH

Full time /Permanent Position (3 year term for AHoD 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.

We are seeking to appoint an experienced teacher to the English Department on a full time/permanent basis. This role would also include a Leadership 1 allowance for Assistant Head of English (this is a 3 year appointment which comes under review). Experience with Advanced and Extension English in Years 11 and 12 would be an advantage.

To be successful you will need to possess and demonstrate:

- Appropriate teaching qualifications and accreditation in New South Wales
- Comprehensive knowledge of the NSW Curriculum
- Evidence of excellent level student outcomes up to and including the Higher School Certificate
- Evidence of innovative & engaging classroom practice
- A high standard of competency and proficiency as a classroom teacher
- Commitment and skills in digital literacy / Experience integrating literacy strategies to improve individual class outcomes
- The capacity to cater for different learning needs
- Assist the HOD to develop and manage teaching staff within the department
- Excellent communication and interpersonal skills
- Good administrative skills, with a high level of flexibility and adaptability
- Ability to prioritise and work as part of a team and meet deadlines
- Ability to use and interpret data to enhance student’s learning and collaborate with Head of English in improvement strategies for the department (including NAPLAN, HSC and other testing)
- A commitment to the strategic direction and ethos of the school

Interested applicants should familiarise themselves with the School’s Strategic Plan ‘A School for Good Character’, 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 cocurricular school activities.

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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
- Statement(s) of Service detailing teaching history, including full time, part time or casual positions
- 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
- 100 points of ID
- NSW Education Standards Authority (NESA) number
- telephone numbers and details for referees, as a matter of process, the Principal of the preferred applicant may be contacted prior to finalising an appointment

Please email your application to the Human Resources Manager by **2.00pm, Monday 20 July 2026** to:
ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON **20 JULY 2026**. 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.