



### POSITION DETAILS

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|-----------------------|----------------------------------------------------------------------------------------|
| Position Title:       | <b>HEAD OF LEARNING ENRICHMENT – YEARS 7 TO 12</b>                                     |
| Award:                | Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement                  |
| Department:           | Senior School – Years 7 to 12                                                          |
| Work arrangement:     | Full time/permanent                                                                    |
| Period Allowance:     | 12 periods per cycle                                                                   |
| Leadership Allowance: | L2, currently \$21,074 gross per annum                                                 |
| Date Established:     | August 2024                                                                            |
| Date Updated:         | September 2026                                                                         |
| Reports to:           | Head of Academics & Staffing Years 7-12                                                |
| Direct Reports:       | Years 7 to 12 Teachers within the department, day-to-day management of Teachers' Aides |
| Position Holder:      | <b>VACANT</b>                                                                          |

### KEY OBJECTIVE(S)

- Lead, develop and manage teaching staff within the department
- Develop and manage effective pedagogical strategies
- Implement and manage all aspects of the syllabus in accordance with the requirements of the school and the NSW Education Standards Authority (NESA)
- Compliance with all child protection requirements

### CHILD SAFE STATEMENT

"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."

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### CONFIDENTIALITY

This position will come across confidential information. Therefore a confidentiality agreement is required as per the contract of employment.

### COMMUNICATION

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|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | Headmaster, Executive, Teaching and Professional & Operational Staff<br>(including direct reports) and students                                                                        |
| External | Parents and Guardians, Independent Schools NSW, professional organisation(s), other schools and community organisations, third party providers, suppliers, visitors, visiting students |



### KEY ACCOUNTABILITIES

#### Leadership and Development of Staff

- Lead the provision of learning support and intervention for students in Years 7–12
- Participate in the recruitment and selection of new staff for the department
- Induct/Orientate new staff, ensuring an appropriate induction program is in place for a smooth transition
- Lead the accurate and timely completion of NCCD processes for Years 7–12
- Ensure adjustments are supported by appropriate evidence and regularly reviewed
- Maintain confidential, accurate and accessible records of student needs, interventions and adjustments
- Mentor/coach staff dependent on their development needs
- Ensure team members receive feedback about their performance in the classroom as teacher
- Conduct annual appraisal of staff in accordance with CCGS policies. Develop and recommend appropriate programs to assist with career development/advancement
- Ensure staff are adequately prepared to meet the aims, objectives and outcomes of the subjects and year levels they are teaching
- Assist staff with their preparation of programs of work, assessment and resources
- Visit classrooms by prior arrangement, for teaching, observing, disseminating information or discussing issues when appropriate
- Where appropriate, delegate to provide opportunity for staff to grow
- To support the mission, aims and objectives of the School
- Resolve disputes/conflict between staff using appropriate resolution/mediation skills
- Adhere to and ensure all staff within area of supervision are aware of and conform to WGE, WH&S and other legislative requirements and School policies

#### Academic/Curriculum

- Encourage the pursuit of excellence in teaching and learning
- Oversee processes for identifying students who require adjustments or targeted academic support
- Oversee the School's Years 7–12 NCCD processes in collaboration with relevant staff
- Coordinate the development, implementation and review of student learning plans and reasonable adjustments
- Support teachers to differentiate curriculum and assessment for students with additional learning needs
- Coordinate the collection and maintenance of evidence relating to adjustments and student support
- Promote a collaborative approach with other departments
- Develop a culture within the department of evaluation, benchmarking and striving for continuous improvement
- Monitor the progress, engagement and participation of students receiving learning support
- Coordinate Teachers' Aides and ensure their deployment reflects identified student needs and School priorities
- Liaise with families, teachers, Coordinators and external professionals regarding student learning needs
- Support transition planning, particularly from Year 6 to Year 7 and from school into appropriate post-school pathways



- Build staff capability in inclusive education, reasonable adjustments and evidence-informed intervention
- Evaluate the effectiveness of learning support programs, interventions and resourcing
- Coordinate the scheduling, deployment and management of departmental staff to oversee assessment processes and provide supervision and support during examinations and assessment periods

### **Management/Administration**

- To lead Department meetings and ensure all staff within the Department attend and are informed of meetings; and represent Department views at leadership meetings
- Work closely with the Head of Learning Enrichment K–6 to maintain a cohesive K–12 approach to learning support and inclusive education
- Ensure the timely transfer of student information, adjustments, documentation and effective strategies at the Year 6 to Year 7 transition
- Distribute information to staff concerning:
  - Resource material relevant to their subject/s
  - Curriculum development relevant to their subject
  - Student details where appropriate to their teaching
  - Discussions/outcomes from leadership meetings
  - Prepare and organise the Department's needs in relation to:
    - Textbooks
    - Reporting and assessment comments and content
    - Budget requirements
    - Timetable requirements
    - Due dates for assessment
    - Purchase, co-ordination and care of teaching resources
    - Excursion supervision and procedures
- To monitor contact with community members and organisations where appropriate for assistance with courses – e.g. guest speakers, resource people, excursion contacts etc.
- Liaise with senior school classroom and specialist teachers as required
- Ensure safe procedures are incorporated into the operations of the Department in accordance with proper Work, Health and Safety principles

### **Strategic leadership**

- Develop and implement a Years 7–12 Learning Enrichment strategy aligned with the School's priorities
- Establish annual priorities, measurable outcomes and improvement plans for the department

### **Professional Development**

- Maintain regular contact and association with Professional Teacher organisations
- Assist with the organisation of in-service training and to support staff professional development activities within the School
- Focus development within the Department on innovation, by keeping abreast of changes occurring in various subjects and at different levels at which they are being taught and ensuring staff are aware of these



### **Wellbeing of Students**

- Encourage, organise and assist student involvement in enrichment activities outside the School
- Assist and advise students regarding possible careers and courses in available subjects within the Department
- Assist students and parents in course/subject selection
- Assist staff members in the Department in their academic care/discipline of students being taught in their Department
- Determine, monitor and evaluate classroom expectations
- Other tasks as required

### **WORK HEALTH AND SAFETY**

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property & Facilities Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property & Facilities Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.

### **SPECIAL CONDITIONS**

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours

### **PERSON SPECIFICATION**

#### **EDUCATION/PROFESSIONAL MEMBERSHIPS**

- Tertiary qualifications in Teaching is essential
- NSW Education Standards Authority (NESA) Accreditation

#### **EXPERIENCE**

- Previous teaching experience in the subject matter
- Experience in leadership and management of staff



### ABILITY

- Demonstrated teaching practices
- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Computer skills

### SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team

Signed:

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Date

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Kirsty Watson

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Date

*Please return signed document to Human Resources*