

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

HEAD OF LEARNING ENRICHMENT Years 7 to 12

Term 1, 2027 Commencement

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.

The position of Head of Learning Enrichment Years 7 to 12 is a key educational leadership position responsible to lead, develop and manage staff, develop & manage effective pedagogical strategies, implement & manage all aspects of the syllabus in accordance with school & NESA requirements. This role will commence in Term 1, 2027.

To be successful you will need to possess and demonstrate:

- Appropriate teaching qualifications and NESA accreditation
- Thorough knowledge of the NESA requirements and NCCD processes
- Previous experience in leadership & managing a team of teachers & aides to maximise student outcomes
- A high standard of competency and innovation as a classroom teacher
- A capacity to cater for different learning needs
- Excellent communication and interpersonal skills
- Efficient administrative skills with flexibility and adaptability
- Ability to prioritise and work as part of a team
- A commitment to the strategic direction of the School is required

A copy of the Position Description has been posted on the School website for further details.

Interested applicants should familiarise themselves with the School's Strategic Plan 'A School for Good Character & Practical Wisdom', 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 experience you have
- 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, **Wednesday 14 October 2026 to:**
ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON **14TH OCTOBER 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.