



Christ Church Grammar School

DUTY STATEMENT

Deputy Principal/Head of the Senior School

DATE: June 2025

TIME: Full-time, 1.0 FTE

STATUS: Full-time, 5 Year Appointment

FACULTY/AREA OF RESPONSIBILITY: Executive

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

PRIMARY OBJECTIVES:

The role has three main elements:

- A specific responsibility for the day-to-day management of the Senior School, with attention to staff, pastoral/discipline matters, the program of transition into the school for students, and links with parents, staff, alumni and the wider community.
 - An administrative responsibility for the development, implementation and revision of whole School policies associated with staff/staff, staff/student, staff /parent and staff/community relationships.
 - Deputise for the Principal when required.
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LINE MANAGEMENT:

Reporting directly to the Principal

WORKING RELATIONSHIPS:

The Deputy Principal/Head of the Senior School reports to the Principal and works alongside other members of the School Executive in the organisation, operation and strategic planning of the School.

The School Executive comprises:

- Principal
- Deputy Principal/Head of the Senior School
- Deputy Principal/Director of Studies
- Head of the Preparatory School
- Director of Planning & Co-Curricular
- Director of Human Resources & Strategic Projects
- Director of Communication & Engagement
- Chief Financial Officer
- Director of Advancement
- Director of Information and Learning Technologies

Staff with delegated direct responsibility to the Deputy Principal are:

- Student Services Coordinator
- Executive Assistant
- Heads of House and Assistant Heads of House
- Educational Psychologists
- Director of Boarding
- Director of Wynne Centre for Boys' Health & Wellbeing

DUTIES AND RESPONSIBILITIES:

Senior School Organisation

Assist the Principal by complete organisation of the Senior School through the development, implementation and revision of policies and procedures with respect to such organisation, in particular through:

- Membership of the School Executive Committee
- Chairperson of the Pastoral Committee
- Membership of the Academic Committee
- Membership of the Staffing Committee
- Membership of the Policy Committee
- Chairperson of the Combined Pastoral and Academic Committee
- Establishing schedules for the beginning/end of Term/Year
- Assisting the Principal with any special events that impact on the Senior School
- Co-ordination of (in consultation with the Director of Planning and Co-Curricular) any Special Programs managed by others that impact on the Senior School
- Co-ordination of the transition program for families moving from Year 6 to Year 7
- Scheduling of the arrangements for Staff Days and coordinating with the Director of Human Resources and Strategic Projects for all new starter orientation arrangements
- Establishment and organisation of new students and families Orientation Day(s) and overall program
- Oversee School Holiday Risk Control
- Oversee the School's Risk Evacuation and Lockdown procedures

Staffing and Professional Matters

Assist the Principal in the selection of Senior School staff and co-ordinate the development, implementation and revision of policies and procedures with respect to staff professional matters involving the whole School through:

- Consultation with other members of the Executive in allocation of teachers' duties and tutor allocations in the Senior School
- Maintaining expectations of teaching staff in carrying out their duties and responsibilities
- Manage any grievances and the resolution of staff complaints, in conjunction with the Principal
- Manage staff performance in the Senior School, in conjunction with the Director of Human Resources and Strategic Projects and the Deputy Principal / Director of Studies
- Acting as a resource person for all staff in relation to personal and professional matters
- Ensure the staff Code of Conduct is adhered to by all staff within the Senior School
- Ensure staff compliance with mandated policies annually
- Manage short term leave requests from Senior School teaching staff

Pastoral Care

Be responsible for the welfare of students and in doing so develop, implement and revise policies and procedures with respect to pastoral care in the Senior School through:

- Leadership of the pastoral organisation of the School, through the Pastoral Committee and other forums, and in liaison with Heads of Houses, School Psychologists, Chaplain, Clinical Nurse Manager, Indigenous Program Co-ordinator, Director of Health and Wellbeing and the Director of the Residential Community
- Organisation of formal meetings with parents including Parent-Tutor-Student meetings
- Allocation of new boys to Pastoral Houses and Tutorial Groups in conjunction with Heads of House
- Management of the transition processes from Year 6 to Year 7 and the orientation of new boys and parents of new boys in all years within the Senior School
- Interviewing new students and families prior to entry to Senior School
- Co-ordination of student behavior management policy and its implementation and student at risk management

- Co-ordination of identification of boys 'at risk' and supervision of focused outcomes for such students
- Chairing the Student Welfare Committee weekly meeting
- Overview of the general student presentation
- Monitoring and reporting on expenditure against associated budget centres
- Maintenance and development of systems for:
 - monitoring student attendance
 - monitoring student record maintenance and archiving
 - monitoring of pastoral programs
 - overseeing the Peer Support Program
 - overseeing Prefects Leadership Program

Curriculum Matters

Work with the Deputy Principal/Director of Studies on:

- Curriculum courses offered in the Senior School
- Reporting format
- Examinations and assessment procedures
- Best practice timetabling of the Senior School
- Parent–Teacher–Student interviews

Student Leadership

In the implementation of policy in this area the Deputy Principal/Head of the Senior School works with Heads of Houses and the Director of Planning & Co-Curricular, and is supported by the Student Services Coordinator. The role involves:

- The promotion of student leadership training and experience through a range of opportunities
- Managing the process of selection, orientation and appraisal of student leaders
- Supervising the work of the student leaders
- Responding to issues raised in the Student Representative Committee (SRC)

Health and Safety

Co-ordinate the development, implementation and revision of policies and procedures with respect to health and safety and associated workplace issues involving the whole School, in particular:

- Child Safety Policy and Procedures
- Risk Management Policies and Procedures
- Crisis Management Policies and Procedures
- Critical Incident Response Plans, including Evacuation and Lockdown procedures
- Student Health Issues

Liaison with the Preparatory School

- Co-ordinating with the Head of the Preparatory School in day-to-day routines and special events
- Liaison with the Head of the Preparatory School about matters concerning whole of school issues in the pastoral domain and in relation to transition of students into the Senior School

Liaison with Other Schools

- Liaison with other schools on matters related to routines, student matters and special events.

Plant

Liaison with the Chief Financial Officer, the Senior Facilities Manager and other Support Staff to ensure the ongoing functioning of the Senior School, with reference to the:

- Care of furniture and fittings, and the security of teaching areas, staff offices and teaching resource areas
- Oversight of maintenance and development to staff offices, student precincts, teaching and learning spaces and grounds generally, including minor works
- Safety and cleanliness of the campus
- Responsible for oversight of CCTV footage, including monitoring and obtaining, when required

Corporate Affairs

- Involvement in School Strategic Planning groups
- Assist with the development and implementation of the School Strategic Plan

Other

- Teach a load that is negotiated with the Principal but which would not be greater than the equivalent of 0.1 FTE.
- Other duties as required by the Principal

EXPERIENCE AND QUALIFICATIONS

The person must have:

- Exemplary leadership and management skills
- A knowledge of contemporary pedagogy and student welfare practices overlaid with a commitment to professional learning and continuous improvement
- The ability to innovate, develop and implement programs which meet students' needs
- The ability to build trusting and effective relationships with parents, students and staff coupled with a commitment to student and staff wellbeing
- The ability to motivate staff members to fully utilise their skills and abilities to improve student learning outcomes
- A high level of interpersonal and communication skills with a high level of drive, energy and commitment
- A high level of organisational and planning skills coupled with excellent analytical and strategic thinking skills
- Skills in effective change management processes
- Commitment to supporting the School's aims and philosophies, values and mission, policies and procedures
- Ability to support the philosophy of an independent Anglican Church school and demonstrate an empathy and understanding of the Christian faith, commitment and character
- A comprehensive knowledge of crisis management practices and procedures
- High level information technology skillset
- Understanding contemporary educational best practice, specialising in pedagogy which motivates boys
- Eligibility for registration as a teacher in Western Australia and a Working with Children clearance
- Post-graduate educational qualifications expected

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check and Teaching Registration
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in:
 - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
 - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures when mandated
 - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies
 - other regulatory obligations

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement 2025
- The School provides a laptop computer and mobile phone