



Christ Church Grammar School

DUTY STATEMENT

Deputy Head of Senior School (Planning & Co-Curricular)

DATE: August 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 1850 students. This includes boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

The Deputy Head of Senior School (Planning & Co-Curricular) is accountable to the Principal for the strategic planning and effective coordination of the school's overall program, with particular emphasis on the integration and alignment of its diverse co-curricular components. This position also supports the Deputy Principal / Head of Senior School in the leadership and management of staff and student matters, while contributing more broadly to the life, culture, and strategic direction of the wider school community.

It is a position demanding an exceptional level of organisational ability, and the capacity to blend all the demands of a School focused on the balanced, holistic development of each boy and staffed by motivated and enthusiastic professionals.

The Deputy Head of Senior School (Planning and Co-Curricular) is pivotal to the smooth operation of the School and by its nature, demands a high level of out-of-hours work. This position attracts six (6) weeks' leave to be taken when duties permit and in consultation with the Principal. The Deputy Head of Senior School (Planning & Co-Curricular) will be a member of the School Executive.

The Deputy Head of Senior School (Planning & Co-Curricular), in consultation with staff responsible for co-curricular activities, will assign staff to their roles in the co-curricular program and manage this throughout the year in a way that reflects the expectations of teaching at Christ Church Grammar School and the necessity of staffing our wide and diverse co-curricular program.

Additionally, the Deputy Head of Senior School (Planning & Co-Curricular) will assist the Principal, Deputy Principal / Head of Senior School and Executive in several other administrative ways and oversee and manage the Co-Curricular Committee

LINE MANAGEMENT:

The Deputy Head of Senior School (Planning & Co-Curricular) reports to the Principal and in his various functions works alongside other members of the School Executive, in particular the Deputy Principal / Head of Senior School, in the organisation, operation and strategic planning of the School.

WORKING RELATIONSHIPS:

The School Executive comprises:

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

The Deputy Head of Senior School (Planning & Co-Curricular) is responsible for:

- Director of Experiential Learning
- Director of Sport
- Director of Music (Performance)
- Director of Drama (Performance)

Staff with delegated direct responsibility to the Deputy Head of Senior School (Planning & Co-Curricular) are:

- Assistant Heads of House
- Co-Curricular Committee
- Student Services Coordinator
- Facilities Management
- Risk and Compliance Officer

DUTIES AND RESPONSIBILITIES:

The main duties are as follows:

1. Planning and Co-Curricular

School Calendar Management

- In consultation with other members of the Executive and the entire School community in the broadest sense, prepare the School Calendar
- In consultation with other members of the Executive and the entire School community in the broadest sense, manage the School Calendar in a professional, sensitive and supportive manner
- Oversee the bookings of calendar events and associated facility requirements

Staff and Program Support

- Provide liaison between, and support for, staff members and Departments working to manage and develop the School's various programs, particularly, but not exclusively, the Director of Drama, the Director of Music and the Director of Sport.
- Assist as appropriate in the orientation of new members of the teaching staff.

Co-curricular Coordination

- Coordinate and assign all co-curricular staffing in consultation with Director of Sport and Director of Experiential Learning.
- Provide administrative support and advice to teachers responsible for all co-curricular activities.

Representation and Liaison

- Represent the Principal as requested by him at Support Group meetings, e.g. Don Fraser Club, Friends of Midnite/Friends of Music support groups.
- Liaise with the Uniform Shop management and be the School Representative regarding uniform development.

- As appropriate, liaise with the various Christ Church Grammar School Associations about their plans and needs and the management of their functions. In doing so, work alongside other members of Executive and the Community and Engagement Department
- Represent the school's interests as the school's nominated delegate on the PSSA Committee

Committee Involvement

- Membership of the Policy Committee
- Membership of the Staffing Committee
- Membership of the Risk Committee

Risk Management

- Risk management associated with all co-curricular events and excursions.
- Liaise with the Risk Officer for the purpose of planning and campus security.

Finance and Budgeting

- In consultation with other members of Executive and the Deputy Chief Financial Officer manage the budgeting process for co-curricular activities
- In consultation with the Deputy Chief Financial Officer oversee the management of the finances of pupil functions and special social events

Event Management

- Provide general co-ordination and management of Year 12 and all School events and working groups.
- Arrange the weekly Principal's Assembly and special (non-routine) functions (e.g. opening of a new facility, a celebratory function, special assemblies, and programs for special guests
- Approve and coordinate external bookings for use of School facilities.

2. Students

- The promotion of student leadership training and experience through a range of opportunities
- Support 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)
- Overseeing the Peer Support Program
- Coordinate School Prefects events and mentor the Cultural School Prefect and Engagement School Prefect
- Coordinate the collection of student information for synergetic data records.
- Coordinate the award of Service Colours and Honours awards process for school activities and sports.
- Support Deputy Principal / Head of Senior School and Heads of House with student pastoral matters
- Coordinate the organisation of School photos

3. Senior School Leadership

- Chairperson of the Co-curricular Management Committee
- Membership of the School Executive Committee
- Membership of the Pastoral Committee

The Deputy Head of Senior School (Planning & Co-Curricular) will undertake additional responsibilities as directed by the Principal. As the needs of the School and the School Executive evolve, elements of this role may be adjusted to reflect changing priorities and circumstances.

TEACHING DUTIES:

The Deputy Head of Senior School (Planning & Co-Curricular) will teach a load that is negotiated with the Principal, but which would not be greater than the equivalent of one senior class. In addition, support the entire co-curricular program of the School as negotiated with the Principal.

EXPERIENCE AND QUALIFICATIONS

The person must have:

- Extensive leadership experience in an educational setting, preferably within a school that values holistic and co-curricular development.
- Demonstrated high-level organisational and time management skills, including experience coordinating complex school programs and schedules.
- A high level of interpersonal and communication skills with a high level of drive, energy and commitment
- Proven ability to manage and support both staff and students, including experience in pastoral care or student wellbeing roles.
- Strong understanding of the inter-relationship between academic, pastoral and co-curricular programs in a like school environment.
- Ability to effectively work in a collaborative leadership team, particularly in support of a Deputy Principal, Principal, or similar executive leader.
- The ability to build trusting and effective relationships
- Demonstrated ability to manage high workloads, including out-of-hours responsibilities and attendance at School events, with resilience and dedication.
- Strong interpersonal and communication skills, with the ability to liaise effectively with staff, students, and the wider community.
- Experience or ability in strategic planning and school-wide coordination, including calendar planning and whole-school operations.
- A passion for boys' education and commitment to the development of each student across academic, social, emotional, and co-curricular domains.
- Ability to support the philosophy of an independent Anglican Church school and demonstrate an empathy and understanding of the Christian faith, commitment and character
- Skills in effective management processes
- 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 behaviour 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
- Report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Inc Enterprise Agreement 2025
- Salary will be negotiated upon appointment