



Christ Church Grammar School

DUTY STATEMENT

Director of Experiential Learning

DATE: August 2025

STATUS: Full-time

FACULTY/AREA OF RESPONSIBILITY: Deputy Head of Senior School (Planning and Co-Curricular)

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 Director of Experiential Learning plays a key leadership role in developing and implementing transformative learning experiences that extend beyond the classroom, exclusive of the School's music, drama and sport offerings.

This position is critical in fostering empathy, leadership, resilience, and global citizenship among students through meaningful engagement in service, activities, adventure, and cross-cultural experiences.

Reporting to the Deputy Head of Senior School (Planning and Co-Curricular) the Director of Experiential Learning is responsible for the strategic planning, implementation, and evaluation of local and international programs including service learning, cultural immersions, student exchanges, social justice initiatives, and the School's flagship Year 10 Venture program. The role also supports key student engagement activities such as debating, mock trial, chess, house competitions, and social development programs. The role is pivotal in aligning these programs with the school's mission to develop the inner man.

The Director collaborates closely with staff, parents, and community partners to ensure that all programs are developmentally appropriate, inclusive, safe, and deeply enriching. The role requires strategic planning, risk management oversight, budgeting and a strong focus on student welfare and learning outcomes. By integrating global perspectives and service-learning principles, the Director supports students in developing the values, skills, and awareness needed to thrive in a complex, interconnected world.

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.

LINE MANAGEMENT:

The Director of Experiential Learning reports directly of Deputy Head of Senior School / Director of Planning and Co-Curricular.

KEY WORKING RELATIONSHIPS:

- School Executive
- Deputy Principal/ Head of Senior School
- Coordinator of Communities
- Co-Curricular Committee
- Pastoral Committee
- Risk Committee

The Director of Experiential Learning is responsible for:

- Service in Action Coordinator
- Director of Koorinal
- Head of Year 9 On Queenslea Drive Program
- Officer Commanding Army Cadets
- Teacher in Charge Surf Cadets

DUTIES AND RESPONSIBILITIES:

In consultation with relevant staff, the Director of Experiential Learning, facilitates, supports, and leads the following student activities and programs:

- Co-curricular Enrichment
 - The Friday afternoon Activities Program (Years 10–11, excluding PSA Sport) - including logistical planning, risk assessment, staffing, and student preparation
 - Cadets Program including Army, Encomm, Surf
 - Co-curricular activities (e.g.: Debating, Mock Trials and Chess)
- International Engagement Programs
 - The *Beyond Queenslea Drive* Exchange Program
 - The *Renta* Program
 - Coordination of all student and staff visits to the School (e.g. language immersions and exchange partnerships)
- Experiential Learning and Tours
 - Oversee all domestic and international student tours, trips, including logistical planning, risk assessment, staffing, and student preparation
 - Coordinate and oversee Koorinal (including Year 10 Venture) and OQD programs (Rites of Passage) including curriculum development, implementation, staffing, and post-experience reflection processes
- Service Learning
 - Oversee the *Service in Action* Program, ensuring alignment with the School's values and curriculum
 - Foster partnerships with community organisations, charities (whole Senior School and House-based), and global partners to expand service opportunities
- Student Engagement and Community Involvement
 - Oversee and support the *Beatty Cup House Competition*
 - Oversee and support the *Duke of Edinburgh* award
 - Oversee and support the Year 7 – 11 Dance and Social programs
 - Oversee and support student fundraising efforts
 - Support and develop other emerging programs in line with school priorities
- Risk Management and Compliance
 - Develop, implement and maintain robust risk management strategies for all experiential learning activities
 - Ensure compliance with industry standards and best practices in outdoor education and student well being

This position is not limited to the activities listed above. Additional responsibilities may be assigned, as appropriate, following consultation with the Deputy Head of Senior School / Director of Planning and Co-Curricular.

A key aspect of the role is to communicate program goals, expectations, and outcomes effectively with students, staff, parents, and the wider school community.

TEACHING DUTIES:

The Director of Experiential Learning shall teach a load that is negotiated with the Principal, but which would not be greater than the equivalent of two senior classes.

EXPERIENCE AND QUALIFICATIONS

- Demonstrated organisational, administrative, and time-management skills, with the ability to manage multiple concurrent programs.
- Proven ability to plan, coordinate, and deliver complex student programs, including service learning, outdoor education, and international travel.
- Strong knowledge and application of child safety standards, risk management protocols, and duty of care in both domestic and overseas contexts.
- Highly developed interpersonal and communication skills, with the ability to engage confidently with students, parents, staff, and school leadership.
- Demonstrated ability to work with sensitivity, understanding, humility, and integrity, especially when balancing school needs with those of individual staff or students.
- A strong commitment to ensuring that the needs and development of boys are central to all program planning and decision-making.
- Demonstrated ability to manage high workloads, including out of hours responsibilities with resilience and dedication.
- Experience in budgeting, program design, logistical planning, and managing external partnerships.
- Ability to work independently and collaboratively, with a demonstrated capacity to set goals, prioritise tasks, and follow through on responsibilities.
- Ability to collaborate positively with others and contribute effectively to team-based environments.
- Exceptional interpersonal skills and a proven ability to build relationships across diverse backgrounds within the school and broader community.
- Willingness to engage in ongoing professional learning and development.
- Current registration as a teacher in Western Australia.
- Possession of a valid Working with Children Check and a current National Police Certificate.

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 the course of 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.
- It will be anticipated that the Director of Experiential Learning will be available, as appropriate, during school holiday periods (beginning and end of term breaks within a year and between years) to support the organisation of all programs.
- An appropriate co-curricular load that is proportional to teaching load and consistent with the expectations of all teachers at Christ Church Grammar School.
- The School provides a laptop computer.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.