



# Christ Church Grammar School

## DUTY STATEMENT Head of the Centre for Excellence

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**DATE:** October 2025

**TIME:** 1.0 FTE

**STATUS:** 5-year appointment

**FACULTY/AREA OF RESPONSIBILITY:** Studies Office

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### 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 including boarders.

The overall role of the Head of the Centre for Excellence is:

- to support the talent development of gifted students
  - to support colleagues in their ongoing development as teaching professionals of gifted students
  - to continuously improve the offering to these students at Christ Church Grammar School and by doing so, support the Mission, Aims and Values of the School
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### LINE MANAGEMENT:

Reporting directly to the Deputy Principal/Director of Studies

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### WORKING RELATIONSHIPS:

- Deputy Principal/Director of Studies
  - Assistant Director of Studies
  - Director of Pedagogy
  - Heads of Department
  - Co-ordinator of the Centre for Excellence (Preparatory School)
  - Teachers
  - Students
  - Members of the Christ Church Grammar School community
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### DUTIES AND RESPONSIBILITIES:

#### Professional Learning

- Continue to enable teachers to cater for the gifted students under their care, and to ensure that this remains primarily the role of academic departments and pastoral teams
- Provide opportunities for all teachers to improve pedagogy related to the education and pastoral care of gifted students, for example through offering and refining the Centre for Excellence professional learning modules
- Organise and conduct regular staff professional development opportunities in best practice pedagogies for gifted students, in conjunction with the Director of Pedagogy
- Work with teachers to develop their classroom skills, related to the education of gifted students
- Encourage collaborative, reflective and shared practice on effective teaching of gifted students and providing support where appropriate

- Work with Heads of Department to create opportunities for their Departments related to the education of gifted students
- Work actively in the public forum to present/host professional development in gifted education and consult with networks such as GATWA
- Be an enthusiastic and knowledgeable proponent for gifted education and inquiry learning within the School and wider community

#### **Leadership in the Centre for Excellence Programs**

- Evaluate academic extension programs, and seek out new opportunities, to ensure programs are meeting the needs of gifted students at Christ Church Grammar School
- Provide opportunities for other staff to become involved where appropriate including, but not limited to, taking a team of boys in the da Vinci Decathlon and being Teacher-in-Charge of the School's Enigma Program

#### **Strategic Goals and Collaboration**

- Lead continuous improvement related to the education of gifted students
- Develop and review, in collaboration with key staff including the Preparatory school, the policy for Gifted Education for the school
- Explore opportunities for collaboration with the Preparatory School
- Explore opportunities for collaboration with other schools, e.g., MLC and St Hilda's, as well as with tertiary institutions in the domain of gifted education

#### **Individual Students**

- For students with particularly high intervention needs, such as some accelerants
- case manage and develop learning plans or teaching strategy profiles as required
- collaborate with tutors in their pastoral care
- communicate regularly with their parents/guardians

#### **Administrative**

- Ensure the Centre for Excellence website is up to date, in collaboration with Communications and Engagement
- Collaborate with the Studies Office to plan and conduct academic testing of all incoming Year 7 students
- Collaborate with Heads of Department to select students in Extension classes in Years 7-10 and monitor their progress
- Communicate with parents around placement and progress of students in extension classes
- Manage the budget for the Centre for Excellence
- Oversee staffing for the Enigma Program

#### **TEACHING DUTIES:**

The Head of the Centre for Excellence will teach up to 0.6 FTE, as agreed with the Principal. The remaining time will be devoted to Centre duties.

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#### **EXPERIENCE AND QUALIFICATIONS:**

##### This position requires:

- All applicants are to be eligible to teach in Western Australia, have a National Police Certificate (issued within the last 6 months) and have hold a current Working with Children Check
- The Head of the Centre for Excellence would be expected to have undertaken, or be willing to undertake at the School's expense, a Certificate of Gifted Education (COGE) run through the GERRIC, UNSW within the first twelve months of this appointment

##### The person must have:

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- A willingness to participate in professional development as necessary.
- Skills of an independent worker with superior organisational skills.
- Ability to set goals and prioritise work and the capacity to manage multiple, simultaneous tasks.
- Ability to Collaborate with others in a positive and effective manner.

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**CO-CURRICULAR:**

All Teachers are involved in some co-curricular activity commensurate and prorated according to their contract teaching load, and as a consequence, join other Teachers and possibly other members of the school community in activities which will embrace associated professional obligations e.g., collegial support and administrative meetings.

The School will consult with a Teacher with respect to the nature of their participation in the co-curricular offerings of the School. Where possible the particular skills and interests of the Teacher will be taken into consideration in the allocation of their co-curricular commitment, balanced against the School's need to adequately staff the activities on offer.

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**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 at least biennially
  - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies.

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School Inc Enterprise Agreement 2025.
- 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.