



Christ Church Grammar School

DUTY STATEMENT

Assistant Head of Humanities

DATE: February 2026

TIME: 1.0 FTE

FACULTY/AREA OF RESPONSIBILITY: Humanities

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.

LINE MANAGEMENT:

Reporting directly to the Head of Department: Humanities

WORKING RELATIONSHIPS:

The Humanities Department has 18 staff members

PRIMARY OBJECTIVES:

An Assistant Head of Department is a pedagogical leader, providing counsel and coordinating the teaching and learning that happens in their department. This person will support and apprise the Head of Department in managing operational aspects pertaining to the development, implementation, performance and review of teaching and learning in the Department.

An Assistant Head of Department is expected to maintain knowledge and understanding of contemporary and innovative educational research and movements. They are required to facilitate the dissemination and adoption of worthwhile educational ideas and research to their colleagues in the Department to support and develop the highest standard of teaching and learning for our students.

DUTIES AND RESPONSIBILITIES:

Developing capacity and agency

- Assist the Head of Department in identifying professional learning opportunities for colleagues within the Department
- Assist the Head of Department and the other Assistant Heads of Department with the professional learning of staff by facilitating regular Communities of Practice to identify and discuss the best ways of teaching and learning within our context
- Assist the Head of Department and the Director of Human Resources and Strategic Projects in the recruitment of staff
- Manage practicum teachers as directed by the Head of Department
- Assist with staff lesson observations and feedback as directed by the Head of Department

Pedagogical excellence

- Manage the development and annual review of teacher programs and course and assessment outlines for students that promote teaching and learning excellence, reflect mandatory obligations and address the needs of groups and individuals within the School, as allocated by the Head of Department
- Assist the Head of Department and the other Assistant Heads of Department in mapping the scope and sequence of skills and content across year levels, and potentially with other Departments and/or the Preparatory School

- Manage the storage, development and deployment of subject resources
- Manage and support the development of assessment materials and marking guides to align with excellent teaching and learning practices
- Implement moderation procedures to ensure marking consistency for subjects involving multiple teachers
- In consultation with the Head of Department and other Assistant Heads of Department, support subject teachers to allocate student grades that comply with SCSA Achievement Standards/Grade Descriptions
- Model strong teaching and learning usage of Nexus
- Assist in the assessment area maintenance for individual subjects and year levels, as directed by the Head of Department
- Assist the Head of Department with the review of student reports
- Support and guide teachers in the planning of subject-specific excursions, incursions and other Humanities events, such as competitions

Administration and collegiality

- Assist the Head of Department with the selection of students into differentiated classes, as requested
- Assist the Head of Department to promote subjects and events relating to the Department.
- Assist the Head of Department in ensuring published materials meet the required standard before being made public, for example, examinations
- Organise excursions, incursions, competitions and other activities involving whole year groups
- Regularly check and provide support to others in the Department around the usage of Nexus and Synergetic
- Substitute for the Head of Department as required, including within the School and externally, for example, at the School Curriculum and Standards Authority
- Foster professional collegiality within the Department
- Any other duties as directed by the Head of Department

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 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

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.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement
- Reduction of one class from a full-time load
- Position of Responsibility Allowance equivalent to 60% Head of Department
- Three-year appointment with the first being probationary. If the successful applicant ceases to continue in this role following the three-year period they will be employed as a full-time teacher in the Senior 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