



Christ Church Grammar School

DUTY STATEMENT

Assistant Head of Year 9 On Queenslea Drive (OQD) Program

DATE: May 2026

TIME: 1.0 FTE

STATUS: Three-year contract

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 key focus of the role is to deliver a program which is nationally recognised as innovative and exemplary in the development of young men. The successful applicant will need to demonstrate leadership and creativity, with the ability to work in a team and effectively manage their time and on occasion staff throughout a repeated two-week residential program.

LINE MANAGEMENT:

Reporting directly to the Head of Year 9 On Queenslea Drive (OQD) Program

WORKING RELATIONSHIPS:

- Head of Year 9 OQD Program
 - Deputy Principal/Head of Senior School
 - Deputy Principal/Director of Studies
 - Deputy Head of Senior School (Planning and Co-Curricular)
 - Director of Experiential Learning
 - The Residential Boarding Community
 - Heads of Houses
 - The Director of Koorungal
 - The Director of the Wynne Centre for Health and Wellbeing
 - School Health Centre
 - School Psychologist
 - Tutors
 - OQD Team
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DUTIES AND RESPONSIBILITIES:

The successful applicant will be expected to:

- Assist in the planning, organisation and co-ordination of aspects of the Year 9 live-in program for approximately 24 boys at a time (a current House group)
- Assist in staffing for the eight OQD programs over the course of the year
- Assist in the delivery of all OQD programs for the school year
- Act on the advice of Tutors and Heads of House in matters related to all boys in the house groups

- Communicate with the Head of OQD regarding special needs of the house groups with reference to any aspect of school life and act on such needs as required
- Manage elements of weekend program in consultation with the Head of OQD
- Be a constructive, positive, enthusiastic and flexible member of the OQD team and assist in the running of that program as directed by the Head of OQD
- Maintain effective working relationships with the Head of OQD, Residential Community, Health Centre and Assistants

The Assistant Head of OQD will:

1. Be primarily non-residential. However, due to the nature and scheduling requirements of the program, occasional overnight accommodation may be made available to support staff wellbeing and fatigue management, particularly in circumstances involving late evening supervision and/or early morning duties. Meals during the program will be available within the Boarding community
2. Work approximately 90-100 hours for each OQD program
3. Assist the Head of OQD to facilitate weekend programs, both in terms of supervision and running of sessions as agreed with the Head of Program
4. Be available in the week prior to Orientation Day (January) each year and attend organisational meetings during that week with the Head of OQD
5. Be available on the Saturday of the day the program begins together with the Head of OQD, to ensure the facility and program are ready for the arrival of the group Saturday afternoon
6. Be available on the Saturday morning of each new program together with the Head of OQD to welcome boys to the program
7. Complete 'Supervisory' duties as directed by the Head of OQD
8. Participate in appropriate professional development opportunities that enhance the level of understanding and skill development required to contribute to the program
9. On occasion take responsibility for the management of aspects of the OQD Program and the pastoral care of participants
10. Fulfill all other normal school expectations of a teacher at Christ Church Grammar School
11. Attend parent information evenings and the celebratory dinner at the conclusion of the program

Applicants must recognise that pastoral care in a live-in environment is a major commitment. Whilst certain duties are formally rostered, one's life as a staff member within a live-in program is very much more than that. Interruptions to assist boys will occur on occasion that were not foreseen, and this may also extend to their parents and guardians. Time will be spent counselling boys and following up on issues during the week outside the program. There is a different rhythm to life than in most other jobs. There are times of complete commitment to the boys, often for comparatively extended periods. Time for family, friends, colleagues and out-of-school activities can be managed, but in less than regular ways.

Applicants do need to be realistic about this.

PROGRAM AND QUALIFICATIONS

This position requires:

- Demonstrated organisational expertise and experience that reflect the significance of this position
- Demonstrated skill in working as a team member to achieve common goals
- Excellent communication skills, oral and written, and advanced computing skills
- The ability to work well with others in an isolated environment, and deal with issues and conflicts as they arise
- Sound knowledge and ability to continuously manage and assess risk in a variety of environments
- An empathy for particular issues encountered by students in unfamiliar live-in settings during program phases

The person must have:

- Experience working within a residential environment, or a genuine interest in doing so, together with an appreciation and understanding of the needs of boys in these settings
- Excellent people skills and effective oral and written communication skills with proven ability to consult with parents and caregivers

- High level of proficiency in computing skills
- An empathy for the particular issues encountered by international/indigenous students in residential environments
- An understanding of the principles underpinning the Rites of Passage framework, and the ability to apply these effectively in supporting boys within a residential environment
- A Heavy Rigid (HR) bus license
- A Senior First Aid Certificate
- CPR qualification is desirable
- Relevant tertiary teaching qualifications and experience
- Registration to teach in Western Australia, have a Federal Police Check (issued within the last 6 months) and hold a valid Working with Children Check

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

SALARY, TERMS AND CONDITIONS:

- Salary will be determined according to qualifications and years of experience
- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement 2025
- The Assistant Head of the OQD Program will be expected to teach up to approximately 0.6 FTE depending on the timetabling of the day
- A negotiated co-curricular involvement, preferably with Year 9 boys
- No Tutorial Group responsibility
- Laptop computer and mobile phone will be provided
- The initial appointment will be made for one probationary year to be followed by two further years