



# Christ Church Grammar School

## DUTY STATEMENT

### Deputy Head of the Preparatory School (Pastoral)

---

**DATE:** August 2026

**APPOINTMENT:** Five-year contract commencing Term 1 2027.

**STATUS:** 1.0 FTE

**FACULTY:** Preparatory School

---

**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. This includes 120 boarders.

The Deputy Head (Pastoral) is responsible to the Principal through the Head of the Preparatory School for leading and managing the pastoral care, planning and co-curricular program of the Preparatory School.

---

**LINE MANAGEMENT:**

Reporting directly to the Head of the Preparatory School.

---

**WORKING RELATIONSHIPS:**

The Preparatory School has approximately 85 teaching and support staff members.

---

**KEY DUTIES AND RESPONSIBILITIES:**

**Pastoral Care**

Pastoral care is central to our role as educators. This role involves promoting the boys' personal and social development and fostering positive attitudes and relationships in the classroom, the playground, on the playing fields and in Chapel. Effective pastoral care requires exemplary communication between staff, boys and parents and is critical to the integrity of the School. Pastoral care at Christ Church reflects our values: Respect, Integrity, Excellence, Care and Compassion.

- Provide, in consultation with the Head of the Preparatory School, leadership in pastoral care for the Preparatory School.
- Oversee the development and implementation of the relevant policy and practices.
- Oversee the School Wide Positive Behaviour Support (SWPBS), Social-Emotional Learning and Protective Behaviours Programs.
- Take a leading role in the pastoral care practices in the Preparatory School.
- Support staff regarding the pastoral matters and engage with external professionals where required.
- Communicate with parents regarding the care and / or behaviour of their son.
- Provide support and direction to the House Coordinators.
- Coordinate Vertical House Groups / Buddy / Service programs.
- Mentor and assist new staff and beginning teachers.
- Coordinate student leader programs, House duties and points.
- Meet with the Preparatory Leadership Team (PLT) to discuss, monitor and respond to pastoral care matters.
- Ensure boys' safe and responsible use of technology by working with IT staff to monitor, review and respond to concerns relating to internet access, device use, filtering, online behaviours and digital safety.

## **Planning**

The Preparatory School has a busy schedule of events that require excellent organisation and constant management. The Deputy Head (Pastoral) will ensure the smooth running of the Preparatory School and of Preparatory School events.

- Prepare and manage the Preparatory School bulletins and calendar, in consultation with the Preparatory School staff and School Executive.
- Organise and manage the weekly Chapel and Assembly and special functions / events, such as celebratory functions, special assemblies and programs for special guests.
- Provide general coordination and management of Preparatory School events.
- Work alongside members of Preparatory staff and the Communications and Engagement team for the running of various events.
- When required, liaise with parents' organisations regarding plans and the management of their functions.
- Update and edit the Preparatory School Diary, in consultation with other members of the Preparatory School and the Director of Planning and Co-Curricular in the Senior School.
- Meet with the Preparatory Leadership Team (PLT) to prepare class lists
- Assist with the management of daily relief
- Prepare and manage duty rosters in conjunction with the Deputy Head (Studies).
- Plan the annual Year 6 Canberra Tour and oversee the planning of other Preparatory tours.
- Plan the Year 4 LQD program in consultation with Year 3 / 4 Coordinator.
- Collaborate with teaching staff to manage excursions / incursions abiding by policies and regulations for managing risk.
- Attend weekly planning and risk meetings.
- Attend School functions as per the School calendar
- Coordinate the Before and After School Program

## **Co-curricular**

The co-curricular program at Christ Church offers our boys a wide range of experience. Boys are involved in a variety of activities in the Arts, Sport, Music and Clubs.

- Co-ordinate the co-curricular offerings of the Preparatory School including staff allotment in conjunction with the Deputy Head (Studies).
- Liaise with the Preparatory School Sport staff to coordinate sport training, fixtures, carnivals and events, ensuring effective communication, organisation and support for staff and boys.
- Assist the Music Coordinator to manage music ensembles and choirs.

## **As Requested/Required**

- Assist the Deputy Head (Studies) in their duties.
- Develop and deliver Professional Learning as deemed appropriate.
- Represent the Head of the Preparatory School.
- Deputise for the Head of the Preparatory School.
- Participate in staff recruitment and appraisals.
- Speak at Chapel and Assembly when necessary.

Other duties that may arise as directed by the Head of the Preparatory School and or Principal.

---

## **EXPERIENCE AND QUALIFICATIONS**

### **This position requires:**

- Relevant tertiary qualifications and teaching experience including a Masters in Education or similar.
- All applicants must be registered to teach in Western Australia, have a national police check and have completed a Working with Children Check.

### **The person must:**

- Have exceptional interpersonal and communication skills to relate to students and parents from a range of different backgrounds.
- Willing to participate in, and lead, professional learning.
- Be an independent worker with superior organisational skills.
- Set goals and prioritise work and the capacity to manage multiple, simultaneous tasks.

- Collaborate with others in a positive and effective manner.
- Manage time and meet deadlines in an effective manner.

---

### **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**

- This appointment is for five years and may be extended at the sole discretion of the School.
- The successful applicant will teach up to 12 periods per cycle (0.2 FTE) in an area of expertise and/or need, as directed by the Head of the Preparatory School, and fully support the co-curricular program of the School.
- Coach one semester of sport (either Summer or Winter).
- The successful applicant will be employed under the Christ Church Grammar School Inc Enterprise Agreement 2025 or the agreement of the day.
- The School provides a laptop computer and iPad.
- Opportunity to further your career through Professional Development and study.