



Christ Church Grammar School

DUTY STATEMENT

Head of Year 9 On Queenslea Drive (OQD) Program

DATE: September 2026

TIME: Full-time

STATUS: Three Years

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 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 build team membership, effectively managing staff throughout a repeated three-week program.

LINE MANAGEMENT:

Reporting directly to the Director of Experiential Learning

WORKING RELATIONSHIPS:

- Principal
- Deputy Principal/Head of Senior School
- Deputy Head of Senior School (Planning and Co-Curricular)
- School executive leadership and teaching staff
- Residential Community staff
- Health, wellbeing and student support professionals
- External program partners and facilitators
- Students, parents and caregivers

TEACHING AND CO-CURRICULAR RESPONSIBILITIES:

- Teaching load of up to approximately 0.4 FTE, subject to the timetabling requirements of the School
 - A negotiated co-curricular commitment, preferably involving Year 9 students
 - No Tutorial Group responsibility
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KEY RESPONSIBILITIES:

Program Leadership and Management

- Provide strategic leadership and oversight of the Year 9 Live-in Program, ensuring a high-quality educational, residential and pastoral experience for participating students.
- Plan, coordinate and evaluate all aspects of the program, including the delivery of eight 16-day residential programs annually.
- Lead the ongoing development, implementation and review of program policies, procedures and operational practices.

- Ensure the program operates safely, effectively and in accordance with School policies and legislative requirements.
- Manage program resources, staffing and logistics to support successful program delivery.
- Maintain appropriate boundaries between the Live-in Program and the broader Residential Community.
- Planning and facilitating the School Prefect Camps, Year 7 Transition activities and New Staff Orientation.

Staff Leadership and Development

- Recruit, lead and develop a high-performing team of program staff, including the Assistant Head of Program and residential support staff.
- Foster a collaborative, positive and professional team culture.
- Coordinate staff rosters and ensure the equitable allocation of supervisory, instructional and pastoral responsibilities.
- Provide coaching, mentoring and professional development opportunities for staff involved in the program.

Student Wellbeing and Pastoral Care

- Promote the health, safety and wellbeing of students participating in the program.
- Work collaboratively with Heads of House, Tutors, School Psychologists, Health Centre staff and other support services to address individual student needs.
- Support students through their transition into and participation in a residential learning environment.
- Respond appropriately to student wellbeing concerns and contribute to a culture of care, support and inclusion.

Stakeholder Engagement

- Develop and maintain positive relationships with students, parents, caregivers and School staff.
- Communicate effectively with families and key stakeholders regarding student wellbeing, participation and support requirements.
- Collaborate closely with Heads of House and other pastoral leaders to ensure continuity of care and support for students.

Residential and Program Engagement

- Actively support the Year 9 Live-in Program and contribute to a positive, safe and inclusive residential community.
- Where residential accommodation is provided and accepted, reside within the program environment during designated program periods and fulfil associated pastoral and supervisory responsibilities.
- Where the role is undertaken in a non-residential capacity, maintain a visible and engaged presence within the program and participate in agreed supervision, wellbeing and community activities.
- Attend pre-year and pre-term planning meetings, staff briefings and program preparation activities as required.
- Attend and support program events, community functions and activities.
- Work collaboratively with residential staff and School support services to ensure the wellbeing and safety of students participating in the program.

SELECTION CRITERIA:

The successful applicant will demonstrate:

Leadership and Program Management

- Proven leadership experience in education, residential, outdoor education or student-focused settings.
- Experience leading teams and fostering a collaborative, high-performing culture.
- Strong organisational skills with the ability to coordinate complex programs and manage competing priorities.

Student Wellbeing and Pastoral Care

- A strong understanding of adolescent development and the wellbeing needs of boys.
- Demonstrated experience supporting students in residential, boarding, outdoor education or comparable environments.
- The ability to build positive relationships and respond effectively to student and family needs.

- An understanding of and sensitivity to the needs of students from diverse backgrounds, including Indigenous and international students.

Communication and Relationship Management

- Excellent interpersonal, written and verbal communication skills.
- Proven ability to work collaboratively with colleagues, families and external stakeholders.
- The capacity to manage issues constructively and resolve conflict in a professional manner.

Risk and Operational Management

- Demonstrated ability to identify, assess and manage risk in a range of environments.
- Strong judgement and decision-making skills, particularly in situations requiring extended student supervision and care.
- High levels of initiative, adaptability and resilience.
- Strong digital literacy and proficiency in relevant information systems and applications.

Qualifications and Requirements

- Eligibility for teacher registration in Western Australia.
- Current Working with Children Check.
- Current National Police Clearance.
- Senior First Aid Certificate, or the ability to obtain one prior to commencement.
- Current Medium Rigid (MR) Driver's Licence is required. A Heavy Rigid (HR) Driver's Licence is desirable; however, applicants who do not hold an HR licence must be willing and able to obtain one following commencement

This is a highly immersive leadership role requiring a significant commitment to student wellbeing, pastoral care and community engagement. Whether undertaken in a residential or non-residential capacity, the position requires flexibility, responsiveness and a willingness to support students, families and colleagues beyond standard working hours during program operations. Applicants should carefully consider the unique demands and rewards of working within a live-in educational environment.

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.

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:

- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement 2025 or the agreement of the day.
- Salary will be determined according to qualifications and years of experience
- 75% Position of Responsibility Allowance
- A School issued Laptop and mobile phone
- The initial appointment will be made for one 'probationary' year to be followed by further appointment for two years aligned to ongoing performance appraisal and school expectations
- The School offers flexibility for this position to be undertaken on either a residential or non-residential basis, with arrangements determined in consultation with the successful applicant.
- For residential candidates, the successful applicant will be provided with a fully maintained, unfurnished residence. There will be no charge for rental, power, gas and water and the School will be responsible for all reasonable maintenance of the fabric of the residence. Prior approval is required for pets in the residence. A reasonable number of telephone calls and Fringe Benefits Tax incurred in providing the accommodation will be paid by the School