Christ Church Grammar School

DUTY STATEMENT

Assistant Head of Mathematics
(Innovative and Personalised Learning)

DATE: November 2026
TIME: Three-year appointment (commencing Term 1 2027)
STATUS: Full-time (1.0 FTE)
FACULTY/AREA OF RESPONSIBILITY: Mathematics

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: Mathematics

WORKING RELATIONSHIPS:
The Mathematics Department has 18 staff members

Beyond the Head of Department and members of the Mathematics Department, key working relationships include:

- Two additional Assistant Heads of Department
- Director of Studies and members of the Studies Office
- Heads of House and other pastoral leaders
- Director of Pedagogy and Director of the Centre for Excellence
- Coordinator of Learning Development (Senior School)
- Head of Learning Resources

DUTIES AND RESPONSIBILITIES:
The Assistant Head of Department (Innovative and Personalised Learning) is charged with planning and developing, in collaboration with teachers, course programs, resources and assessments that deliver excellent curriculum outcomes and assessments that are reliable, relevant, appropriate and accurate.

The Assistant Head of Department will:

- Oversee the running of the year 7-10 Support classes.
- Support teachers of 7 to10 Support classes in the design and development of high-quality assessments that meet the Australian Curriculum and WACE standards.
- Review all assessments in year 7 to 10 Support to ensure support CCGS curriculum achievement standards are being assessed.
- Update and provide resources for 7 to 10 Support classes and teachers.
- Have a strong grasp on all students in 7-10 Support classes and also students in 7-10 Mainstream who may need additional support. Liaise with the teachers of these students.
- Lead professional learning opportunities and training to teachers in relation to support classes.
- Regularly update HoD on students in 7-10 Mainstream that may need relocation into Support classes.

- Regularly update HoD on students in 7-10 Support that may need relocation into Mainstream classes.
- Relay information to parents about students' (support students or mainstream students who may need to move streams) performance.
- Run a weekly mathematics session for students in 7-10 Mathematics aimed at students who need support. This to be at a time that works for the selected students and may vary from term to term.
- Maintain a professional attitude and exhibit a high level of professional competence at all times.
- Develop positive, authentic collaborative relationships and effective communication with colleagues.
- Apply teaching methodologies appropriate to mixed ability and multi-cultural student backgrounds.
- Contribute positively and collaboratively to the development of Mathematics in the curriculum.
- Have an interest in, and commitment to, the innovative use of information and communication technologies in curriculum delivery.
- Coordinate two courses at the HoD's discretion.
- Work closely with the students who have not yet achieved OLNA and liaise with the relevant tutorial teachers / head of house / guardians.
- Demonstrate an ability to contribute to the co-curricular programs of the School.
- Other duties as required.

TEACHING DUTIES:

- Mathematics classes equivalent to four (4) classes, which is reduction of one class from a full-time load
- Taking responsibility for a tutorial group is a possibility

EXPERIENCE AND QUALIFICATIONS:

This position requires:

- Relevant tertiary teaching qualifications and experience related to the teaching of Mathematics.
- All applicants must be registered to teach in Western Australia, have a Federal Police Check and have completed a Working with Children Check.

The person must:

- Have exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- Have an ability to work in a team environment, including coordinating a subject or year group, writing assessments and communicating information to the team you will lead.
- Be willing to participate in professional development as necessary.
- Be an independent worker with superior organisational skills.
- Have the ability to set goals and prioritise work.
- Have the capacity to manage multiple, simultaneous tasks.
- Collaborate with others in a positive and effective manner.
- Possess a sense of humour.

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 Inc Enterprise Agreement 2025 or the agreement of the day.
- 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.
- A School issued a laptop computer.
- Opportunity to further your career through Professional Development and study considered.
- Salary will be negotiated according to qualifications and years of experience.