



Position Title:

Department: Senior College
Work arrangement: Full time/permanent position
Date Established: 13 October 2011
Date Updated: December 2024
Reports to: Head of Senior College
Direct Reports: Nil
Position Holder:

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- Compliance with all Child Protection directives

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

This position will come across confidential information. Therefore, a confidentiality agreement is required as per the contract of employment.

Internal

- Head of Senior College
- Deputy Head of Senior College
- Headmaster
- Deputy Headmaster
- Careers Advisor
- Senior College House Coordinators and students
- Director of Learning and Studies
- Teaching and support and operational staff

External



Academic Guidance

- Work with the HOS and Deputy to monitor, track and support the academic progress of Senior College students in a systematic manner
- Management of subject selection procedures including information evenings, presentations and relevant material
- Management of student data
- Provide advice to parents and students on subject selections (10-12)
- Manage variations to a student's academic program and provide advice to students and parents on the implications of any changes

Academic Programs

- Design and institute a study and learning skills program, together with the Director of Learning and Studies (7 - 9)
- Coordinate the Study Camp program
- Oversee the After School Study program

Curriculum and Assessment

- Work with the Head of Academics and Staffing, ensuring the generation of timely and high-quality reporting
- Implement policies and procedures for the administration of Illness / Misadventure and Appeals (with Head of Senior College)
- Design, plan and manage examination programs in the Senior College
- Management of all assessment calendars and related assessment issues including malpractice, non-compliance with assessment policies, procedures and appeals and Assessment Review Committee meetings
- Liaise with the Heads of Department and relevant IT staff to ensure timely delivery of assessment notifications and feedback to students and parents
- Assist in the structuring and analysis of student data and the development and implementation of school-based action plans stemming from the analysis and review of internal assessment, HSC, NAPLAN and AAS testing
- Work with the Head of Senior College to allocate academic prizes (10 – 12)
- Work with the Deputy Headmaster in the organisation of awards ceremonies
- Other tasks as required



- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training



SPECIAL REQUIREMENTS

Other special requirements include:

- Work with the Headmaster and School Executive to ensure the School meets the NESAs requirements for registration and accreditation
- Demonstrate a keen interest in ongoing development and curriculum educational changes
- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team

Signed:

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