



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:

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."

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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



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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