



Applications are invited for the position of:

Associate Campus Director (Preschool to Year 2) - Southside

- School Section:** Primary School, Red Hill Campus
- Reports to:** Campus Director
- Employment Basis:** Full-time Ongoing
 Part-time Non-ongoing
- Start Date:** 1 January 2018
- Applications close:** 4.00pm Wednesday 22 November 2017

About the School

Canberra Grammar School is a co-educational Pre-School to Year 12 Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

CGS is a vibrant and rewarding place to work, and we are seeking staff who are engaging, interesting, innovative, and who are committed to helping our students be ready for the world.

To find out more about the School please visit CGS.ACT.EDU.AU

CGS is an employer who promotes staff excellence and offers a range of additional benefits, including various professional development opportunities; superannuation of 11.5% (for permanent staff); a range of salary sacrifice benefits; access to the health clinic and annual influenza vaccinations, staff organisations/associations and representation, an employee assistance programme. In addition, staff awards programme; and many other benefits, which you can read about at <http://cgs.act.edu.au/employment/benefits-of-working-at-cgs/>

The Role

The Associate Campus Director reports directly to the Campus Director and is an integral member of the Campus Leadership team. The Associate Campus Director deputises for the Campus Director in their absence.

The Associate Campus Director assists the Campus Director in upholding their specific responsibility for the pastoral care and wellbeing of students within their area of the school and for the building of community engagement. Associate Campus Directors work to enabling the creation of a welcoming feel to the School for students, their families and visitors. They have a strong sense of presence around the School and will know each student; their stories and backgrounds. Engaging with parents in a supportive, compassionate and empathetic manner, the Associate Director is respected by students and their families.

The Associate Campus Director will provide assistance with specified responsibilities related to the efficient day-to-day operation of the School and organisation of community events. They will assist the Campus Director in ensuring that the physical learning environment is safe, welcoming and aesthetically pleasing.

Having a personable and approachable style, the Associate Campus Director will be well regarded by staff. The Associate Campus Director will demonstrate an ability to communicate effectively with staff, providing affirmation, guidance and clear expectations. They will be committed to setting and upholding high expectations and applying school wide systems through each dimension of School life.



The Associate Campus Director will be a proactive leader: seeking to optimise individual and group development and innovation. They will work in a way that models to others the expectation to strive for high levels of academic achievement as well as high levels of moral and ethical standards. Building trusting working relationships, talking optimistically about the future, demonstrating a strong sense of purpose and helping others to develop their strengths will be evidence of the Associate Director's ability to lead within the School community.

The Associate Director will be an experienced educator, imaginative, collaborative and ambitious to make a positive difference.

The key responsibilities of the role are:

Maintain a positive school environment that values and engages students, empowers them to obtain high levels of achievement and continually improve their learning

- Creates a nurturing and ordered learning environment which is student centred, supportive, cooperative and aligned with relevant curriculum policies, documents and practices
- Collaboratively develops and implements quality curriculum programs and appropriate pedagogy; evaluating their effectiveness; assessing and reporting student progress and learning outcomes; and reporting these to students, parents and the community
- Implements effective, adaptive, inclusive and equitable teaching and learning strategies
- Works collaboratively with the leadership team, teachers and other staff members in contributing to the professional learning community of the School
- Provides effective supervision and support structures for students ensuring their safety, well-being, engagement and high levels of achievement

Maintain a commitment to continually enhancing their professional knowledge and practices and participate in the school renewal processes

- Maintains and demonstrates knowledge of relevant contemporary pedagogy,
- Maintains a high level of academic knowledge relevant to their teaching area and seeks ways to share this knowledge with colleagues
- Facilitates collaborative processes through which they share knowledge of key learning areas, subjects and pedagogical approaches with colleagues

Promote ways to meaningfully strengthen appropriate partnerships with families and forge positive relationships within the broader community

- Values and supporting the distinctive role of parents and carers as partners within the School setting
- Engages the wider community, where appropriate, in the learning and activities of the Campus
- Supports special school events and celebrations, through personal involvement and coordination

As a member of the Campus Leadership Team, the Associate Campus Director is also expected to:

- Represent the School as appropriate at School and community events
- See and develop opportunities for positive collaboration with other parts of the Primary School
- Participate in leadership team activities, meetings and professional development including those held during one day of each of the school holiday periods
- Take a leading role in setting a positive tone amongst students, staff and parents
- Participate fully in the co-curricular life of the School
- Undertake teaching requirements as outlined by the Head of Primary
- Model exemplary teaching practice



The Associate Campus Director will also be required to carry out other duties as determined by the Camps Director and/or Head of Primary School on an annual basis

The successful candidate will be:

- an exceptional teacher with the ability to inspire and motivate
- knowledgeable about curriculum and pedagogical practice with the capacity to lead
- committed to the professional development of staff
- a sound and efficient administrator with strong organisational skills, administrative abilities and effective communication skills
- effective at implementation of initiatives and at building stakeholder engagement
- respected for their integrity, engagement, commitment and initiative

Terms and Conditions

The role is a full-time, ongoing position.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks, and all teachers at the School must have teacher registration, provisional registration or a permit to teach issued by the ACT Teacher Quality Institute prior to starting their employment.

Canberra Grammar School is a respondent to the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017*. A copy of the Agreement is available from the Human Resources Manager.

Applications and Information

All applications must be submitted using the School's online application form, located on the job advert on [CGS.ACT.EDU.AU](https://cgs.act.edu.au).

For further information, please contact the Human Resources Office via:

- employment@cgs.act.edu.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia