



**CRANBROOK
SCHOOL**

EST. 1918

Cranbrook School Candidate Information Pack

**Head of Department – Visual Arts
Closing Date: 25 September 2023**



Welcome from the Headmaster

Thank you for your interest in the position of Head of Department – Visual Arts here at Cranbrook School.

We aim to attract and retain high quality staff, and we are committed to the individual development of staff and providing opportunities for continued career development.

Cranbrook possesses a distinctive, and increasingly relevant, educational philosophy which reaches back to the School's foundation; it is based upon integrity as well as the warm rigour of the great liberal tradition of education and includes both a love of cultural and co-curricular breadth and respect for individuality. We energise the educational environment by offering a well-rounded and distinctive schooling both within and beyond the curriculum and give powerful pastoral support to each student in our care.

The School motto *esse quam videri* means 'to be rather than to seem to be' and this resonates through all that we do.

As a school we are aiming for the development of potential and a recognition of each other's individuality and value, for sincerity and wholeness, and a realisation of humanity's possibilities.

We want our staff to find in Cranbrook a place where they can do their very best work, a place that is kind and supportive, and a place where they can thrive and grow in a community of highly skilled, like-minded people.

I welcome your application to be part of our community and look forward to hearing from you.

Yours sincerely

Nicholas Sampson
Headmaster



About Cranbrook School

Cranbrook School is an Anglican, independent day and boarding school, Pre-school to Year 12 in Sydney's Eastern Suburbs.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, give their best and thrive in and love the pursuit of excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. We uphold the character and foundation of our Anglican foundation in order to promote the moral and spiritual development of each student and foster the principles of service.

Cranbrook aims to build resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism. We inspire and support them to respect the integrity of differences, lead adventurous, courageous and generous lives contributing to the betterment of society.

Cranbrook School is an International Baccalaureate (IB) World School, and in August 2020 became accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

We cater for over 1,770 students: approximately 480 at the Junior School, 1,210 at the Senior School and 80 at two Pre-schools. There are approximately 75 students who attend the Senior School as boarders, residing in two Boarding Houses.

As announced in 2022, Cranbrook is moving to coeducation and in 2026, Cranbrook will accept girls into Year 7 and Year 11. We will be fully coeducational in the Senior School in 2029.

Our two Pre-schools, St Mark's at Darling Point and St Michael's at Vaucluse, provide a secure, warm and exciting environment for our youngest Cranbrookians, who attend pre-school either two, three or five days a week from the age of three.

The Junior School campus for Kindergarten to Year 6 is located at Rose Bay. It is an outstanding, integrated educational facility. It provides academic and creative facilities, including art rooms, music rooms, a science classroom and a library, complemented by sports grounds including tennis courts, grass playing fields and a gymnasium that is also equipped to double as a multipurpose space for rehearsals, performances and special events. The campus is flexible enough to meet changing educational needs and is both spacious and robust; an ideal combination for active students.

The Senior School campus at Bellevue Hill overlooks Sydney Harbour with facilities including bright, open and modern teaching spaces, specialist classrooms, a gymnasium, weights room, indoor swimming pool, library, basketball courts, playing field and recording studio. This campus is currently undergoing a process of renewal including replacement of buildings - some of which had been in use for over 70 years - with new facilities that include a multi-level contemporary education building incorporating a drama and music theatre, chapel and dining commons, and the state-of-the-art Murray Rose Aquatic and Fitness Centre and underground carpark.

The School also has an outdoor education facility located in the secluded and picturesque Wolgan Valley, a three hour drive from Sydney in the World Heritage listed Greater Blue Mountains. Wolgan Valley is a residential and experiential education site that compliments the main campuses and allows learning to be undertaken in innovative ways, placing students in the natural environment and giving them an appreciation that they are part of an ecosystem, and have a responsibility to maintain it.

For more information about the School, please visit our website: www.cranbrook.nsw.edu.au.



Vision and Mission

Our vision is of a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential.

Our mission is to lead all students to discover and make the most of their talents, to give of their best and to thrive in and love the pursuit of excellence;

To energise the educational environment by offering a well-rounded, rich and distinctive schooling both within and beyond the curriculum and to give powerful pastoral support to each pupil in our care;

To uphold the character of our Anglican foundation in order to promote the moral and spiritual development of each student and to foster the principles of service;

To build resilience and confidence within our students so that each can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism, and

To inspire and support students to respect the integrity of differences and to lead adventurous, courageous and generous lives which contribute to the betterment of society.



Child Safety Statement

Cranbrook School is a child safe environment.

The School actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations.

This includes that Cranbrook School:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse
- will take all allegations and concerns very seriously and responds to them consistently in line with legal obligations and the School's policies and procedures
- is committed to promoting physical, emotional, psychological and cultural safety for all children
- is committed to providing a safe environment for all children.

Working at Cranbrook

Cranbrook staff are innovative and energetic people who epitomise the Cranbrook ethos of believing in the individual and who strive to change the lives of students by instilling in them integrity, responsibility and compassion.

Our people are our most valuable asset, and we are committed to ensuring all staff have the opportunity to evolve professionally and reach their full potential – recognising that our ability to be a world class school and to encourage and enable all of our students to explore, enjoy and fulfil their potential rests on the calibre of the talent and efforts of our staff, at all levels, across the School.

Equal Opportunity

Cranbrook School is committed to providing a safe and satisfying working environment within which everyone is treated fairly, with respect, and where employment decisions are based on merit.

All staff are expected to observe, model and maintain the highest standards of ethical behaviour and integrity in their conduct, and are expected to take responsibility for our own actions and their consequences.

We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Diversity and Inclusion

Cranbrook School is committed to providing a safe, inclusive and respectful workplace where diversity is celebrated.

We do not discriminate on the basis of race, sex, ethnicity, age, disability, sexual orientation, gender identity, relationship status, family / carer responsibilities, religion or politics.

We are committed to embedding equality, diversity and inclusion throughout our organisational practices and in the programmes we deliver.

Flexibility

Subject to suitability for a particular role, the School actively aims to offer roles that provide flexibility as a way to support the needs of staff.

This can include part-time employment and flexible start and finish times. For non-teaching roles this may also include compressed hours, the ability to work from home for a proportion of the working week after an initial period, or additional time off during school holidays.

Professional Development

Continuous professional development is actively encouraged for all staff, regardless of role.

A love of learning, in all its forms, underpins everything we do at Cranbrook. The appetite our staff have for continuous learning and improvement has been strongly evidenced in this extraordinary period where innovation, resilience and adaptability have been key; staff have used this time to build new skills and enhance their knowledge and expertise, for the benefit of our students, their colleagues and the broader school community.

Cranbrook offers a varied and extensive professional development programme, support for individualised professional development activities, and mentoring for teacher accreditation and early career teachers.

Salaries and Staff Benefits

Our salaries are competitive and we offer a range of excellent employee benefits, including:

- Salary packaging options
- Professional development programme, including the Teacher Development Fund (see below)
- Teacher accreditation mentoring and support
- Mentoring for early career teachers
- Discounted school fees where applicable
- Complimentary lunch provided daily during school terms
- Car parking
- Free CPR, First Aid, Anaphylaxis and Asthma training
- Free annual flu vaccination
- Complementary use of the swimming pool and gym in the new state-of-the-art Murray Rose Aquatic & Fitness Centre
- Discounted membership to Cranbrook Aquatics Swimming Club, and discounted access to adult swim squads, as well as discounted access to the Learn to Swim program for children of staff
- Access to range of social and other offerings, including pilates, yoga, book club, and social events run by the Cranbrook Common Room Association
- An Employee Assistance Program offering professional and personal counselling, as well as financial and wellness advice.



Staff Development Fund

Cranbrook School has established a Staff Development Fund as a mechanism to provide access to enhanced development activities identified as integral to a staff member's professional development, which in turn will benefit the School and our students. This may be through a study tour, a substantial professional development programme, post-graduate studies, teacher exchange, placement in another school of interest, attending a conference, or tertiary study.

Applications for grants are considered quarterly by a committee of senior staff members and the Headmaster.

General Information and Appointment Conditions

Cranbrook School is seeking an outstanding Visual Arts Teacher to lead our dynamic Visual Arts Department, commencing Term 1, 2024.

The Head of Department provides leadership and support to staff and students, is responsible for curriculum development and implementation and manages the Department's budget. The role will be offered as a permanent appointment to our teaching staff accompanied by a three-year contract as the Head of Department – Visual Arts.

Teachers at Cranbrook take an active and enthusiastic part in the full life of the School, including involvement in the School's co-curricular program requiring work outside normal teaching hours. Cranbrook School teachers enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

You are a progressive, globally minded, enthusiastic and dedicated educator, with the ability to inspire students in their love of learning and in the pursuit of excellence. A highly skilled teaching professional, you have demonstrated experience leading and motivating a team.

Capable of working collaboratively with a team to plan and deliver high quality teaching and learning programmes, and possessing an exemplary understanding of best practice, you sustain a deep commitment to implement rigorous, highly differentiated programmes in a senior school setting.

You are an excellent communicator, creative, and able to work well with students, parents and other teachers. You are committed to continual professional development and reflection, and have a genuine interest in the growth of young people.

A detailed outlined of the responsibilities of the role are included in the Duty Statement, and further details about the conditions of appointment are outlined below.

AREA	DETAILS OF POSITION
Title	Head of Department – Visual Arts
Department	Senior School
Reports To	Head of Senior School
Start Date	Term 1, 2024
Employment Status	Permanent Full-time
Key Relationships	Head of Senior School, Director of Academics, Visual Arts Department staff, Parents, Students
Direct Reports	Visual Arts Department staff
Main Location(s)	Cranbrook Senior School: 5 Victoria Road, Bellevue Hill NSW 2023
Applicable Industrial Instrument	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.



Selection Criteria

AREA	CRITERIA
Essential Education and Experience	<ul style="list-style-type: none">– Tertiary qualifications to teach Visual Arts to secondary students– NESA accreditation to teach in New South Wales– Current First Aid and CPR qualifications– Sound knowledge and understanding of the NSW Curriculum and current teaching and learning theory and practice
Desirable Education and Experience	<ul style="list-style-type: none">– Experience teaching HSC or IB Diploma Visual arts– Experience in effective integration of ICT to deliver meaningful pedagogy
Skills and Attributes	<ul style="list-style-type: none">– Highly organised, detail-focused, resourceful and with the ability to work under pressure in order to meet deadlines– Able to communicate and collaborate with people at all levels, with diverse backgrounds and a wide range of age groups– Demonstrated expertise in using data effectively to inform teaching practice– Able to take ownership of tasks, demonstrate initiative and produce work of a consistently high standard– Capacity to create a motivating and engaging learning environment that caters to the diverse needs of all learners through varied teaching strategies and pedagogical practices to maximise learning
Child Safety and Vaccination	<ul style="list-style-type: none">– A firm commitment to safeguarding and promoting the welfare of children– A demonstrated understanding of child safety and appropriate behaviours when engaging with children– Must hold, or be willing to acquire prior to commencement, a Working with Children Check– A level of mobility that supports the ability to respond to a first aid / behavioural incident– Fully vaccinated against COVID-19
Cranbrook Ethos	<ul style="list-style-type: none">– An understanding of, and commitment to, the ethos, mission and vision of Cranbrook School

Duty Statement

Position Objective

The Head of Department in the Senior School is responsible for the development and management of the secondary curriculum at Cranbrook School, and ensures a sense of continuity with the Kindergarten to Year 6 curriculum at Cranbrook.

The Head of Department is responsible for the professional development needs of the teaching staff within the Department, and the academic curriculum of students in Years 7 to 12.

The Head of Department is directly responsible to the Director of Academics in matters relating to the implementation of the curriculum and to the Head of the Senior School in matters relating to staff and student welfare. The Head of Department liaises with the Chief Operating Officer, Head of Senior School and the Director of Academics to formulate an annual Departmental resource budget.

The Senior School Teacher is responsible for creating a positive and disciplined learning environment in the classroom, in co-curricular activities, as a Mentor within the House system (if applicable) and in interacting informally with students.

The Senior School teacher is responsible for planning, organising and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfil their academic potential.

Responsibilities and Duties

Responsibilities and duties related to the position include, but are not limited to those in the following table.

AREA	RESPONSIBILITIES AND DUTIES
Head of Department	<ul style="list-style-type: none"> – Provide leadership and support to staff and students in the stated curriculum area – Provide strong and effective leadership in curriculum development and implementation, and in the processes of the RoSA and HSC; and the MYP and IB Diploma – Manage the Department's budget effectively and ensures the provision of adequate resources for the implementation of the curriculum. – Motivate and assist staff to adopt effective and contemporary classroom teaching and learning practices – Assist in the selection of new staff – Mentor new staff – Model, promote and encourages teaching excellence – Communicate with staff, students, parents and senior executive in relation to academic matters and student progress and achievement in the curriculum area – Monitor the quality of teaching programmes in the curriculum area – Support staff in their professional development needs – Supervise and appraise staff in the carrying out of their duties – Develop Departmental policy in the curriculum area – Liaise with other Departments, including the Junior School in relation to the curriculum area, to assist the development and implementation of the School's academic policy – Develop and implement academic programmes in accordance with School, NSW Education Standards Authority (NESA) and International Baccalaureate syllabus and assessment requirements – Ensure that teaching and learning programmes allow achievement of syllabus outcomes



AREA	RESPONSIBILITIES AND DUTIES
	<ul style="list-style-type: none">- Develop and implement assessment policy, practices and programmes in accordance with School and NESA and International Baccalaureate requirements- Ensure that appropriate and accurate records of programmes and student progress and achievement are maintained- Co-ordinate teaching programmes and facilitate student learning- Determine the allocation of teachers to courses and classes in accordance with School policy- Determine the allocation of students to classes in accordance with School policy- Ensure the regular and timely evaluation and review of academic programmes- Manage the selection, purchase, distribution and maintenance of Departmental resources
Senior School Teacher	<ul style="list-style-type: none">- Plan, prepare and deliver instructional activities that facilitate active learning experiences- Develop schemes of work and lesson plans- Establish and communicate clear objectives for all learning activities- Prepare classroom for class activities- Provide a variety of learning materials and resources for use in educational activities- Identify and select different instructional resources and methods to meet students' varying needs- Instruct and monitor students in the use of learning materials and equipment- Use relevant technology to support instruction- Observe and evaluate student's performance and development- Assign and grade class work, homework, tests and assignments- Provide appropriate feedback on work- Encourage and monitor the progress of individual students- Maintain accurate and complete records of students' progress and development- Update all necessary records accurately and completely as required by law, regulations and school policies- Prepare required reports on students and activities- Manage student behaviour in the classroom by establishing and enforcing rules and procedures- Maintain discipline in accordance with the rules and disciplinary systems of the school- Apply appropriate disciplinary measures where necessary- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations- Participate in department and school meetings, parent meetings- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities- Contribute to Academic Enrichment programmes beyond the curriculum



AREA	RESPONSIBILITIES AND DUTIES
Professional Development	<ul style="list-style-type: none">– Maintain, foster and develop the technical skills required for your role– Participate in professional development activities on an ongoing basis– Complete all training required by the School including without limitation child protection training and first aid training– Continue the development of your ICT skills as technologies evolve– Participate in the School's performance, appraisal and development processes
Relationship Management	<ul style="list-style-type: none">– Build and foster professional and quality relationships with students, staff, parents, and other members of the School community– Use consultative and collaborative approaches to solve problems, make decisions, and develop and implement initiatives– Facilitate and maintain constructive channels of communication with students, staff, parents, and other members of the School community– Provide prompt, accurate and professional responses to students, staff, parents, and other members of the School community– Foster and maintain a supportive school environment for students and staff
Child Safety	<ul style="list-style-type: none">– Understand, apply and promote the School's commitment to a child safe environment, including the physical, emotional and cultural safety of all children– Comply with the School's Child Protection policies, Staff Code of Conduct and any other policies and procedures relating to child safety– Identify and proactively address risks to child safety, including reporting any concerns– Identify any indicators of possible child abuse or harm, and report any concerns– Actively work to listen to and empower students– Demonstrate a duty of care to students in relation to their physical and mental wellbeing
Work, Health & Safety	<ul style="list-style-type: none">– Contribute to a healthy and safe work environment for yourself and others– Comply with all safe work policies and procedures– Report all hazards, accidents, near-misses and other incidents
Other	<ul style="list-style-type: none">– Serve as a good ambassador of the School, including conducting yourself in accordance with the professional standards of the School and your profession, and the Staff Code of Conduct– Support the vision and mission of the School– Be well-groomed and professionally and appropriately attired– Display a high level of professionalism at all times– Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School– Attend staff meetings and professional development days as required– Complete all required training in a timely manner– Exercise discretion and maintain appropriate confidentiality concerning information about staff, students and their families



AREA	RESPONSIBILITIES AND DUTIES
	<ul style="list-style-type: none">- Ensure that all decisions pertaining to your role at the School are made in line with legislation, regulations, Cranbrook School policies and procedures and the Cranbrook School Staff Code of Conduct- Attend school events when required, including outside of normal working hours- Such other duties as may be required by the Director of Academics or the Head of Senior School from time to time

How to Apply

Before submitting your application please carefully review this document and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

Submit your cover letter and resume to recruitment@cranbrook.nsw.edu.au no later than the Closing Date.

Please ensure that you include:

- A cover letter stating the reasons for your interest the position and addressing the selection criteria.
- A current resume, which clearly outlines your qualifications (including the institution and the date completed) and career history and includes your current contact details.
- Names and contact details of at least three referees. Referees will not be contacted without your prior permission.

Your cover letter and resume must be submitted as attachments to your email. We prefer attachments submitted in PDF format if possible. Please note that where an application includes documents that are required to be accessed or downloaded via a link, the application will not be considered.

We need to know if you have a close relationship with and/or are related to any employee, member of School Council or anyone else connected to the School, in order to ensure a fair selection process. Please disclose any such relationships in your application.

Recruitment Process

We appreciate the time and effort taken to apply for a position with us. We are committed to ensuring our recruitment process is fair, efficient and transparent. Below is some information on the recruitment process and expected timeframes:

- All vacant positions are advertised on our website, usually on external employment websites, and at times also with recruitment consultants.
- All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
- We aim to complete the initial shortlisting process within one to two weeks of the closing date.
- First round interviews are scheduled for shortlisted candidates generally within two weeks of the closing date. Interviews may commence prior to the closing date, and subsequent interviews are usually scheduled within a week of the conclusion of first round interviews.
- Referee checking of the preferred candidates happens shortly after the final round of interviews. Referees will not be contacted without your prior permission.
- Offers of employment are generally made within a week of the final round of interviews.

If you have any requirements that need to be considered as part of the application and interview process, such as requiring an interpreter, accommodations for a disability or longer time allocation for interview, please let us know.

For details of how Cranbrook School manages the privacy of your personal information, please read our *Privacy Information Collection Notice – Employment Applicants*, available on www.cranbrook.nsw.edu.au.

Right to Work in Australia

Candidates must be Australian citizens or permanent residents or hold a valid visa with appropriate working rights.

Enquiries and Further Information

For enquiries, and more information about employment at Cranbrook School, please contact Human Resources by emailing recruitment@cranbrook.nsw.edu.au.