

## APPLICATION PROCESS FOR EMPLOYMENT

### Introduction

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. Commencing operations in 2005, the School operates under the NSW Education System. The School includes Primary (K-6) and Secondary (7-12) with a current enrolment of 650 students.

Moama is a twin town with Echuca, situated on the scenic Murray River, north of Melbourne on the NSW/Victorian border. It is a thriving regional area with lots of recreational, cultural and community activities on offer, and the chance to live within a short drive (or bike-ride) of your workplace.

The School offers a positive work environment, professional opportunities and the chance to be part of a welcoming and supportive community.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care. Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

### The nature of the position and starting date

Applications are sought from persons to fill the full time position of Head of Primary School.

The successful applicant would ideally commence work on Friday 22 January, 2021, first day of Term 1.

### Application details

Your written application **must include**: a covering letter, details of current and previous experience, a section specifically addressing the Person Specification requirements (listed in the Position Description), a copy of your academic transcript and the names of three professional referees.

*It would be helpful if applicants made reference to where they saw this position advertised.*

**Applications which do not address the Person Specification requirements will not be considered.** If selected for interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential  
To the Principal  
Mrs Carmel Spry  
Moama Anglican Grammar  
PO Box 786  
MOAMA NSW 2731

Or by email to:

[recruitment@moamagrammar.nsw.edu.au](mailto:recruitment@moamagrammar.nsw.edu.au)

With the heading: **Confidential to the Principal**

**APPLICATIONS CLOSE ON: Monday 28 September at 4:00pm.**

### Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

**Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.**

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the NSW Office of the Children's Guardian.

### **Registration**

Teachers who have not taught in NSW in recent years are classified as new scheme teachers and must apply for registration through NESA. Those teachers registered with other states can transfer their registration.

### **Key Areas of Responsibility**

The Position Description which is a separate attachment to this advertisement is not intended to be an exhaustive summary of tasks and duties.