



KNOX GRAMMAR SCHOOL

---

## ROLE DESCRIPTION

### ASSOCIATE DIRECTOR OF THE CHILD AND ADOLESCENT RESEARCH INSTITUTE (CARI)

full time, permanent position 48 weeks per annum

Knox Grammar School is an Independent, multi-campus K-12 day and boarding school for boys and girls located at Wahroonga on Sydney's North Shore and is acknowledged as one of Australia's leading schools. The current level of enrolment is over 3000 students who are nurtured, educated and cared for by highly skilled academic, support and operational staff. The School is an activity of the Uniting Church and provides a secure environment with outstanding facilities where students can develop academically, culturally, physically, socially, spiritually and through a broad range of sporting and recreational activities. Knox has two junior school campuses, and a senior school campus. The current vacancy is located at the senior campus with responsibility for years K-12.

#### ROLE PURPOSE

The Associate Director of the Child and Adolescent Research Institute is a member of the Institute with the purpose of supporting the Directorate with policy writing, event organisation and other administration, sourcing and applying for grants and funding, and leading the development and implementation of innovative programs in collaboration with the Directors of Student Engagement.

#### ROLE RELATIONSHIPS

The Associate Director has reporting responsibilities to the Director of Wellbeing and, as with all school employees, the incumbent is ultimately responsible to the Headmaster.

#### ROLE RESPONSIBILITIES

- Research: Collaborating with PhD students and their supervisors at affiliated universities instituting research projects at Knox Grammar School and with affiliated schools.
- Publications: Oversee the development and writing of academic publications in peer reviewed journals, articles and papers for members of the school community.

- Training: In collaboration with the Director of Wellbeing, oversee and institute targeted professional development training programs for key stakeholders. Oversight of 'in-house' wellbeing training across all aspects of Knox staffing.
- Standards/Quality Assurance: Policy and procedure design and documentation writing.
- Program Development: Oversee the development of student and staff programs. Review current programs and work to improve where necessary.
- Positive Education: An in-depth understanding of the principles of Positive Psychology and their practical implementation in an education setting.
- Financial Support: Source and oversee grants and alternative funding opportunities.
- Website: Working with the Knox Communication Team, manage content and engagement with targeted stakeholders.
- Liaison: Manage relationships with our affiliated partners and schools
- Event Organisation: oversee and institute wellbeing seminars, conferences and events together with support staff.

### Professionalism

- Maintain membership of relevant professional bodies and professional registration
- Participation in professional supervision.

## QUALIFICATIONS AND SKILLS

### The following qualifications and experience are mandatory for the role:

- Current Professional Psychologist Registration (AHPRA).
- Completed or currently undertaking a PhD in Psychology, Philosophy or Education.
- Demonstrated successful employment in a range of settings, with experience collaborating in multidisciplinary teams.
- Working knowledge and interest in Positive Psychology.

### The following qualifications and experience are desirable but not mandatory for the role:

- Experience in facilitating and developing evidence based-therapeutic groups.
- Experience in facilitating and developing psychology and/or wellbeing evidence-based professional development.

### Personal attributes specific to the role

- Outstanding communicator who enjoys collaborating on long term projects
- Ability to prioritise and manage complex competing demands with attention to detail
- Mature ethical integrity and clear professional boundaries
- Passion for the core Values & Mission of the Uniting Church in Australia
- Evidence of a personal commitment to, and application of *Total Fitness* (Spiritual, Physical, Social/Emotional and Academic Wellbeing).

## WORK HEALTH & SAFETY

- Actively support and contribute to the maintenance and development of a safe working environment
- To report incidents or accidents to the appropriate staff as soon as possible
- To be proactive in reporting WH&S issues.

---

## APPRAISAL/REVIEW CONDITIONS

The appointee to the position of Associate Director will be required to undergo an annual performance review.

## REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience. Superannuation Guarantee at the current legislative rate will be paid by the School in addition to salary as required by the Act.

*Please note: All staff are required to provide the School with a current NSW Working with Children Check number in accordance with Child Protection Legislation*