

CANDIDATE INFORMATION BRIEF

NEWCASTLE GRAMMAR SCHOOL HEAD OF PRIMARY

COMMENCING 2027



NEWCASTLE
GRAMMAR
SCHOOL





AN INVITATION FROM THE HEAD OF SCHOOL



I invite you to consider making an application for our Head of Primary position and thank you for your interest in Newcastle Grammar School.

It is a privilege to lead a school such as ours. Each day, I am reminded that education is, at

its heart, a deeply human endeavour – built on relationships, shaped by shared purpose and measured not only by outcomes, but by the character of the young adults our students become.

At Newcastle Grammar School, our Primary years are foundational. They are the years in which curiosity is fostered, confidence is built and a genuine love of learning is nurtured. They are also the years in which young people come to understand what it means to belong – to a class, to a community and to something larger than themselves.

We speak often of our values – Respect, Integrity, Service and Excellence – and we believe that these values are not simply words on a page. They are lived, modelled and experienced in the everyday moments of school life. From the classroom to the playground, from structured learning to unstructured play, these values shape the way we interact, the way we teach and the way we lead.

Our school is defined by and known for the quality of its relationships. Students are known. Staff are supported. Families are welcomed as partners in the educational journey. It is this sense of connection that underpins both wellbeing and achievement, and it is what allows our students to flourish.

The role of Head of Primary at Newcastle Grammar School offers a primary leader the opportunity to accept significant, school-wide responsibilities, as well as the professional challenge and reward of serving and leading in a contemporary, forward-looking, dynamic learning community. The Head of Primary also serves as the Head of Park Campus, with responsibility for fostering a strong and connected Primary community while ensuring the Primary School remains an integral part of the broader two-campus Newcastle Grammar School community. For that reason, the Head of Primary is a member of the School Executive Staff, meeting regularly with and collaborating with the Head of School and other senior staff.

We are seeking a leader who understands the significance of the early years in a child's development, who can foster a culture of care and high expectation, and who is committed to working and serving alongside others in pursuit of something greater than themselves.

As we look to the future, we do so with a clear vision and confidence in our ability to achieve our goals. We are a school with strong foundations, a clear sense of purpose and a genuine commitment to continuous improvement. Above all, we are a learning community – one that recognises that our best work is done together.

I warmly encourage you to consider this opportunity to join us.

Matt Macoustra
Head of School

FROM THE BOARD CHAIR



Newcastle Grammar School is a community defined by both its history and its sense of possibility.

As a Board, we are deeply committed to the ongoing strength and success of the School. We take seriously our responsibility to steward

an organisation that has, for generations, provided outstanding educational opportunities to young people in Newcastle and the broader region.

In recent years, the School has continued to grow in both confidence and clarity. Strong enrolments, high-quality outcomes and a dedicated staff have positioned NGS as a leading independent school – one that balances academic excellence with a genuine commitment to wellbeing and the development of the whole person.

What stands out most clearly is the strength of the community. Students, staff and families speak consistently of the quality of relationships within the School. There is a shared sense of purpose, and a collective commitment to ensuring that every student is known, supported and challenged to achieve their best.

The role of Head of Primary is central to this work.

The Primary years represent the foundation of a student's journey at NGS. They are the years in which habits are formed, confidence is developed and a love of learning begins to flourish. The leadership of the Primary School is therefore of critical importance – not only for the students currently in our care, but for the long-term strength of the School as a whole.

We are seeking a leader who understands this significance. Someone who can build on the strong foundations already in place, while continuing to develop and enhance the Primary experience for the future.

We look forward to working with the successful candidate as we continue to strengthen and grow Newcastle Grammar School.

Catherine Wilkinson
Board Chair

“ I value the strong sense of community, the dedication of the teaching staff, and the well-rounded opportunities the school provides...
- 2025 parent

WHO WE ARE

Newcastle Grammar School is a co-educational independent day school serving students from Kindergarten to Year 12.

Situated across two campuses in the heart of Newcastle, the School occupies a unique position, both geographically and educationally. We are very much part of the city, connected to its people and its story, while also offering our students a broad and outward-looking perspective on the world.

OUR MISSION

Our mission is to provide an outstanding holistic education which emphasises academic excellence and cultivates curious and creative minds. We are committed to building a caring community that embodies our RISE values – Respect, Integrity, Service and Excellence – fosters service leadership and inspires students to become compassionate and responsible global citizens.

OUR VISION

Newcastle Grammar School aspires to be a distinctive, world-class educational community which challenges every student within a caring and supportive environment. Our commitment to innovation, excellence and sustainability will empower students to shape their bright futures.

A CONNECTED K-12 JOURNEY

While our students learn across two campuses, we are one School.

From the earliest years of Primary through to the final stages of Secondary education, there is a clear and deliberate learning continuum. Transitions are carefully managed, ensuring that each stage of a student's development is supported and purposeful.

The Primary years lay the foundation. The Secondary years build upon it. Together, they form a cohesive educational journey.

A SCHOOL BUILT ON RELATIONSHIPS

At the heart of NGS is a simple but powerful belief: relationships matter.

The strength of connection between students and staff is frequently identified as one of the defining features of the School. Students are known as individuals. They are supported, encouraged and challenged by teachers who take the time to understand both who they are and who they might become.

These relationships extend beyond the classroom – to families, to alumni and to the wider community – creating a network of connection that supports each student throughout their time at NGS.

“ Together, we are part of something enduring – a community where young people are known, supported and challenged to become the best version of themselves.

- Matt Macoustra

EXCELLENCE WITH BALANCE

NGS has a long-standing reputation for academic excellence.

As a non-selective school, we take pride in the achievements of our students, recognising that success is the result of high-quality teaching, purposeful learning and a culture that values effort and growth.

At the same time, we are clear that education must extend beyond academic results. Wellbeing, co-curricular engagement and character development are integral to the student experience. We seek to develop young people who are not only capable, but also resilient, compassionate and prepared for the complexities of the world beyond school.

IN AND OF NEWCASTLE

Our identity is closely tied to the city in which we are located.

Newcastle has undergone significant transformation in recent years, emerging as a vibrant and forward-looking regional centre. NGS sits at the heart of this community – engaged with local organisations, connected to industry and responsive to the opportunities that the region presents.

At the same time, our students are encouraged to look beyond their immediate environment. Through global connections and a broad range of experiences, they develop an understanding of their place within a wider world.

A VALUES-DRIVEN COMMUNITY

The life of the School is underpinned by our values: Respect, Integrity, Service and Excellence.

These values are not aspirational statements; they are lived each day – in classrooms, on the playground, in co-curricular activities and in the way members of the community interact with one another.

They provide a shared language and a common framework, guiding both behaviour and decision-making across all aspects of School life.



LIFE AT NGS

There is a distinct rhythm to life at Newcastle Grammar School.

Each day is, of course, shaped by learning, but also by the countless interactions, moments and experiences that together define a school community: morning greetings at the gate, the quiet focus of a classroom, the energy of the playground and the collective spirit of assemblies and events.

Across the year, this rhythm is punctuated by shared experiences – camps, performances, sporting carnivals, service activities and community gatherings. These are not simply additions to the academic program; they are essential to it.

They build connection. They foster belonging. They create memories that endure well beyond the years of schooling.

For our staff, NGS is a place of professional engagement and collaboration. There is a shared commitment to growth, supported by a culture that values learning not only for students, but for educators as well.

For our families, it is a community in which they are known and welcomed – partners in the educational journey of their children.

It is, in every sense, a place where people come together.



GOVERNANCE, LEADERSHIP AND STRATEGIC DIRECTION

NGS is governed by a Board, responsible for oversight of the strategic direction of the School and ensuring its long-term sustainability.

Newcastle Grammar School is an organisation with clear direction and strong momentum.

Our recent strategic work has focused on five key priorities:

- Empowering teaching excellence
- Enabling wellbeing across the School
- Growing good citizens
- Driving sustainable performance
- Committing to continual improvement.

These priorities reflect a balanced and thoughtful approach to education – one that recognises the importance of both academic success and personal development.

Looking ahead, the School remains committed to:

- strengthening the quality and consistency of teaching practice
- continuing to embed wellbeing as a central pillar of school life
- enhancing opportunities for students across academic and co-curricular domains
- maintaining strong connections with families and the broader community.

The Head of Primary will play a key role in contributing to this ongoing work, bringing insight, leadership and a commitment to excellence.



PRIMARY AT NGS: THE HEART OF THE JOURNEY

The Primary years at Newcastle Grammar School represent the beginning of a child's educational journey, and the foundation upon which all future learning is built.

CARE AND STRUCTURE

From Kindergarten to Year 6, students are taught in an atmosphere that is warm, supportive and purposeful. There is a clear understanding that young learners require both care and structure – an environment in which they feel safe to explore, to take risks and to grow.

Classrooms are places of energy and engagement, where students are encouraged to participate actively in their learning and to develop independence over time.

STRONG FOUNDATIONS

A deliberate focus on literacy and numeracy underpins the Primary curriculum. These foundational skills are developed through explicit teaching, supported practice and ongoing feedback.

Students are encouraged to investigate concepts deeply in Science, History and Geography, fostering curiosity and a deeper understanding of the world around them.

KNOWING EVERY LEARNER

At NGS, we recognise that every child learns differently. Our approach to teaching is responsive and differentiated, ensuring that each student is both supported and challenged.

Specialist support is available for students requiring additional assistance, while extension opportunities allow students to explore areas of strength and interest in greater depth. The goal is simple: every student is known, and every student is given the opportunity to succeed.

WELLBEING IS VALUED

We believe that wellbeing underpins learning. Through our strengths-based Visible Wellbeing approach, students are explicitly taught the skills required to flourish – resilience, gratitude, self-awareness and emotional regulation.

These are not taught as stand-alone concepts but are embedded within the daily life of the School.

PARTNERSHIPS WITH FAMILIES

The relationship between school and home is fundamental. We value open communication, mutual respect and shared responsibility in supporting each child's development.

Our Primary School is characterised by strong, genuine partnerships with families, working together to ensure the best possible outcomes for every student.

LEARNING, WELLBEING AND OPPORTUNITY

At Newcastle Grammar School, we do not view academic learning, wellbeing and co-curricular involvement as separate elements of a student's experience. Instead, they are interconnected, each contributing to the development of the whole child.

ACADEMIC EXCELLENCE

Our academic program is grounded in evidence-informed practice and high expectations. Teachers are committed to continual growth and professional learning, ensuring that classroom practice reflects current research and best practice.

Students are encouraged to engage deeply with their learning, to think critically and to take ownership of their progress.

A BREADTH OF OPPORTUNITY

Beyond the classroom, students are offered a wide range of co-curricular opportunities that allow them to explore interests, develop skills and build confidence.

Whether through sport, creative and performing arts, outdoor education or leadership opportunities, students are encouraged to participate, to contribute and to discover their passions.

Engagement in these experiences strengthens connection, builds character and enriches the overall educational journey.



WELLBEING AS A FOUNDATION

Wellbeing is fundamental to everything we do. Our philosophy brings together academic learning with the development of skills and mindsets that enable students to flourish.

Students learn to understand themselves, to build positive relationships and to navigate challenges with confidence and resilience.



THE ROLE: HEAD OF PRIMARY

PURPOSE OF THE POSITION

Newcastle Grammar School's Head of Primary is a key senior leadership role responsible for the effective strategic, academic, operational and cultural leadership of the Primary School. This role ensures the delivery of an exceptional learning environment, a holistic and vibrant student experience, and the development of high-performing staff aligned with the School's mission, vision, values and strategic goals.

The Head of Primary leads a culture of excellence, wellbeing, innovation and community engagement, ensuring the School remains a trusted and respected provider of high-quality independent education.

This person will demonstrate a strong commitment to the School's vision of excellence and will present welcoming and professional assistance to students, parents, staff and all members of the broader School community.

REPORTING RELATIONSHIP

The Head of Primary reports to the Head of School in all aspects of the position. The Head of School may delegate this responsibility at times to another member of the Executive. The Head of Primary works closely with other members of the School Executive to develop and lead the strategic direction of the School.

All Park Campus staff report to the Head of School through the Head of Primary. The Deputy Head of Primary and members of the Primary Leadership Team report directly to the Head of Primary. The Head of Primary and the Deputy Head of Primary both sit on the School Executive.



RESPONSIBILITIES

The Head of Primary will:

- ensure that the educational program is balanced, rigorous, engaging, intellectually challenging and meets the individual needs of all students
- have oversight of the development of a diverse and flexible curriculum that is supported by the provision of rich, deep, meaningful and relevant learning experiences, together with a positive and effective learning environment
- provide leadership in and drive the implementation of effective, research-based pedagogical practices that best lead to high-quality teaching and learning
- promote equity and excellence in all areas of School life through setting high standards and benchmarks for every learner
- seek to implement and utilise new technologies that will enhance and expand learning in an authentic and empowering manner
- work closely with the Deputy Head of Primary, members of the Primary Leadership Team and School Executive on all matters related to Primary School people and operations
- work collaboratively with the Deputy Head of School – Learning and Teaching K-12 as part of the whole-school vision and approach to teaching and learning
- continually review the processes and procedures for assessing, monitoring and evaluating student learning and achievement
- ensure the provision of comprehensive, timely and effective feedback and advice on student learning and achievement to both students and their parents
- champion a whole-school Creative and Performing Arts vision by delivering high-quality programs in Visual Arts, Music, Dance, and Drama that are rigorous, inclusive and culturally rich
- work with the Director of Co-curricular to expand offerings to maximise student engagement and pathways for talent development
- curate performance and exhibition opportunities (including showcases, concerts and musicals)
- measure impact using participation, retention, student voice, parent feedback and performance outcomes.

LEADING IMPROVEMENT, INNOVATION AND CHANGE

The Head of Primary will:

- work with the Head of School and other members of the School Executive, to implement the School's strategic plan, with a specific focus on its application to the Park Campus
- support progress toward key strategic goals through focusing professional inquiry and action on targeted areas for improvement in teaching, learning and school leadership
- promote the development of a clear vision and shared purpose through rich collaboration amongst all members of the Community to plan and implement school improvement strategies designed to raise student achievement at all levels and all stages.

LEADING STUDENT WELFARE AND WELLBEING

The Head of Primary will:

- foster the development of a safe, secure and supportive school community that promotes the wellbeing of all students by enhancing student belonging and connectedness and by fostering positive relationships, respect for others, a sense of confidence and competence and positive self-esteem
- inspire and encourage in all students the pursuit of individual interests and passions, a commitment to learning, personal excellence, perseverance and resilience
- promote the development of active student engagement, responsibility for learning and citizenship (including digital citizenship)
- encourage a strong student voice through systematically engaging students in contributing their own perspectives about learning, teaching and schooling by working closely with the Head of Student Leadership & Service Learning (K-12)
- demonstrate and lead by example the development of productive and inclusive learning environments across the School by reviewing inclusive strategies and exploring new approaches to engage and support all students
- oversee the pastoral and student management structures at NGS Primary.

LEADING THE MANAGEMENT OF PARK CAMPUS

The Head of Primary will:

- manage and initiate appropriate structures to ensure Park Campus' compliance with NSW and Australian Standards for Registration
- ensure the smooth running of Park Campus by overseeing timetabling, allocating staff duties and responsibilities, managing the daily calendar, running assembly and major events
- oversee risk management at Park Campus by ensuring that structures are in place for the timely management and reporting to appropriate personnel (including the Head of School where appropriate) of all issues relating to child protection, health and safety and maintenance
- implement systems to ensure the continued development and review of policies and procedures relating to all aspects of Park Campus
- maintain effective enrolment and induction procedures for new students entering NGS Primary
- assist the Head of School in the selection, appointment and induction of new staff – both teaching and non-teaching
- maintain records of communication and files in relation to student and staff matters and ensure the security and confidentiality of information
- develop, manage and account for the Primary School budget and resource allocation.



ENGAGING AND WORKING WITH THE COMMUNITY

The Head of Primary will:

- maintain and develop effective forms of communication with all members of the Newcastle Grammar School community, including students, staff and parents
- create and foster an inclusive, caring School culture that develops, promotes and reflects the values, ethos and philosophy of NGS
- promote and implement a strong program of parent education and involvement in the life of the NGS Primary
- work together with the Head of School, Deputy Head of Primary and Stage 3 teachers and secondary staff to ensure a seamless transition between the Park and Hill campuses, together with the development of whole-primary school approaches to such areas as curriculum development and pedagogy, professional learning and review, and student welfare where appropriate
- be an active presence in the life of Park Campus and the wider Co-curricular program of the School
- promote the Primary School to the wider community and represent the School in community forums.

OTHER REASONABLE DUTIES

- The Head of School may direct other reasonable and relevant duties as required.

PERSONAL ATTRIBUTES

The Head of Primary will show:

- a willingness to support the values and ethos of the School and to lead by example
- an understanding of the need to maintain confidentiality and commitment to professionalism in keeping with the Newcastle Grammar School Staff Code of Conduct
- a demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and the broader community
- a demonstrated capacity to build and maintain effective teams and to develop collaborative and constructive working relationships that promote quality teaching and learning practices
- an ability to successfully initiate, plan and implement programs, policies and procedures in response to new needs and priorities that impact upon the School's overall effectiveness
- an ability to work in close partnership with all members of the school community
- a demonstrated capacity to evaluate and critically reflect upon professional practice, including one's own, and to assist and support colleagues to develop their own skills through involvement in professional development
- a capacity to understand and embrace the complexities of high-quality educational leadership.

QUALIFICATIONS

- This role requires the individual to hold a current Working with Children Check (WWCC) to ensure compliance with NSW Government guidelines.
- The Head of Primary will demonstrate knowledge of Australian Institute for Teaching and School Leadership's National Professional Standards for Teachers.
- The Head of Primary will have eligibility for NSW Teacher Accreditation.
- The Head of Primary will have a demonstrated ability to adapt to changing circumstances in order to lead the Primary School through changes in strategic direction.

COMPETENCIES (KNOWLEDGE, SKILLS AND BEHAVIOURS)

The Head of Primary must:

- be supportive of the ethos and independent nature of Newcastle Grammar School
- show an awareness of, and commitment to, the School's vision, values and mission
- demonstrate strong communication skills with proven ability to work collaboratively, to resolve conflict in a timely and constructive manner and lead others through a practical approach to problem solving
- promote and speak well of the School and staff at all times.

WHAT NGS IS LOOKING FOR

The School Board and the Head of School would like to provide the following additional information to help you assess your suitability for the position. They also wish to highlight the personal qualities and experience considered desirable for the role, which may strengthen your application.

A position at this level of seniority requires that you hold recognised academic qualifications that meet the requirements for Accreditation as a teacher in NSW. Post-graduate study is highly desirable, and candidates holding a master's degree in a specific curriculum area or in educational leadership or similar will have a distinct advantage, as will candidates who have had previous experience in a senior leadership position in an independent primary school.

Our preferred candidate will be highly intellectually and emotionally intelligent. You will be approachable and inherently relational in your interactions with others, leading and supporting the Primary School community with compassion and kindness. Your leadership will strengthen collaboration among Primary staff while inspiring and motivating them to work collectively toward the School's shared goals for student learning and character development.

You will be a highly effective, articulate and engaging communicator – both verbally and in writing – with a personal warmth and humility which builds trust, engenders mutual respect and encourages a culture of collegiality and commitment to the School. You will advocate for the Primary School, its staff and its community within the whole School context and more broadly.

Your leadership will be authentic, visible, and grounded in a strong personal presence. Through your poise and natural ability to inspire students, staff, and stakeholders, you will foster confidence and trust across the School community. You will bring the experience and professionalism needed to engage effectively with parents and manage their high expectations. In addition, you will build strong connections within the wider community and actively contribute to the broader educational sector through professional associations and organisations.

You will be an exemplary and enthusiastic classroom practitioner, with a strong background in primary curriculum and contemporary evidence-based pedagogy.

You will bring experience in supporting and implementing strategies that enhance teacher performance, alongside a clear understanding of the vital role student wellbeing plays in effective and successful learning.



Staff at all levels will value your capacity as a strategic thinker who can translate ideas and concepts into action, analyse complex situations and engage others proactively in implementing change. This will be vital as you encourage continuous improvement in teaching and learning, as well as in wellbeing programs and the learning taking place outside the classroom across the School.

Staff will find you to be a good listener and collaborative team player, with the ability to understand and respond to individual professional aspirations. You will actively seek opportunities to support ongoing professional learning through contemporary approaches to personal and professional development, as well as through positive and supportive staff performance appraisal processes.

You will have the capability, sound judgement and experience to have difficult conversations with staff and parents when necessary, and to be consistent, decisive and directional where situations demand. When challenges and difficulties arise, you will prove to be resilient and able to develop resilience in others, with the inner strength and self-discipline to respond in a calm and rational manner, particularly in a crisis or an emergency.

Above all, you will show yourself to be a leader of integrity, who is guided by a strong personal ethical framework, who is morally courageous and judicious in decision-making, whose personal values are aligned with those of the School, and who is committed to achieving the best outcomes for the children, for their parents and the School.



HOW TO APPLY

SELECTION CRITERIA

Your application should highlight occasions where you have led initiatives or taken significant responsibility. It should also provide examples from your current or previous school that demonstrate how your leadership has contributed to improving or enhancing students' learning and overall school experience.

Rather than simply listing your current duties, focus on providing clear evidence of the positive difference your leadership has made.

Your application will be weighed against the following selection criteria.

The School is seeking to appoint an applicant who:

As a leader:

- demonstrates visionary and strategic leadership in a senior executive role in a Primary School, which includes evidence for the ability to lead people through a process of growth and change, together with the interpersonal and communication skills to articulate the rationale for change and inspire and encourage people to embrace new opportunities and new challenges
- demonstrates visible and highly relational leadership with a proven ability to create strong and productive relationships of trust and collaboration inside and outside a school community, as well as a capacity to contribute to building and strengthening a collaborative learning culture
- demonstrates the ability and experience of initiating and assisting in successful promotion and marketing, within and outside the school community, of the desirability and advantage of experiencing education in an independent school environment.

As an educator:

- demonstrates exemplary classroom teaching as a passionate, holistic, student-focused educator, who draws on an understanding of contemporary research in effective instructional leadership to inspire other staff to achieve excellent academic and related outcomes by encouraging continuous improvement in contemporary teaching and learning practices that add value for each child, whatever their abilities or aspirations
- demonstrates experience in the provision of high-quality, differentiated professional learning that has enhanced teacher capacity in improving learning outcomes for a diverse range of students
- demonstrates evidence of a deep commitment to character development of students in a school through wellbeing, co-curricular and service learning programs that complement academic programs.

“ I love being part of an innovative, dynamic school and a purpose-driven team. NGS is a place of high expectations. It supports all students to achieve their level of excellence in a broad range of subjects and have a good sense of personal wellbeing.

- NGS teacher

As an administrator:

- demonstrates a broad understanding and awareness of the regulatory, legislative and financial aspects of operating a school in a regional setting, and points to proven experience in effective day-to-day operation of a school
- demonstrates the capacity to oversee the Primary School campus on a day-to-day basis including management of support and administrative staff as well as teachers, budgeting, policy development, risk management, compliance, and oversight of maintenance and facilities management, together with overseeing and managing the relationship between the Primary School campus and its immediate local community
- demonstrates an understanding of, and a commitment to fully engaging with, the broader independent school community and the wider educational community both in the region and the state.

As a person:

- is of good character; who holds the highest ethical standards; who is mindful of the School's Christian foundations and who embraces the School's values
- be a person who is approachable, engaged, humble and who can demonstrate sound judgement, integrity and warmth, and who is committed to serving the best interests of the children, their parents and the School community.



YOUR APPLICATION

Applications for the role should be submitted in two parts: a covering letter, followed by a *separate* resumé.

COVERING LETTER

Your covering letter, which should not be more than five pages in length, is where you should establish your suitability for appointment to this position in light of the personal attributes, experience, competencies and knowledge listed above. In your covering letter, you will be expected to respond to each one of the Selection Criteria by *providing examples* illustrating your leading and teaching capabilities acquired from your current or previous positions of responsibility.

RESUMÉ

Your resumé, which must be no longer than four pages, *must* contain the following, preferably submitted in this order:

- your personal details, including your full name; your telephone contact number and your preferred email address for correspondence relating to your application; together with your current WWCC number and your eligibility to be accredited by the NSW Educational Standards Authority (NESA);
- your educational qualifications and the institution which conferred them *in reverse order – most recent first*;
- your current position and your professional history in education, listing all the positions you have held and the institutions which employed you, with *most recent first*;
- other relevant professional experience which you feel may support your application;
- your recreational and cultural interests, including sports you may have coached and other co-curricular activities (e.g. Music, Debating, Service Learning, Duke of Edinburgh's Award Scheme, etc) in which you may have been involved in your previous schools; and
- the names, email addresses and contact telephone numbers of not more than three personal and professional referees, one of whom must be your current Principal.

Please note that referees will not be contacted unless you are invited to attend a second interview, and no referees will be contacted without your express permission.



NOTING YOUR AVAILABILITY

The School is anticipating the appointment will commence **at the beginning of Term 1 2027**. Please indicate your likely availability to commence in the position at that time, if you are successful. The School may be open to considering a later or earlier commencement date for a strongly preferred candidate.

SUBMITTING YOUR APPLICATION

The School is being assisted in making this appointment by Dr Rod Kefford of Harbourside Education Services.

If you would find it helpful to discuss your application by telephone with Dr Kefford or the Head of School, Mr Matt Macoustra, prior to submission, please email your preferred telephone number to either and contact will be made with you. A tour of the School can also be arranged by contacting the Head of School.

Dr Rod Kefford – Executive.Recruitment@ngs.nsw.edu.au

Mr Matt Macoustra – Matt.Macoustra@ngs.nsw.edu.au

Please submit your application via email with the cover letter and your resumé attached, no later than 5.00pm on **Friday 26 June 2026** to:

Dr Rod Kefford

Newcastle Grammar School

Executive.Recruitment@ngs.nsw.edu.au

Early applications are invited, and the School reserves the right to appoint at any stage during the application process.

KEY DATES

The School is committed to concluding this appointment as soon as possible and ideally by **28 August 2026**.

To that end, candidates should be prepared to make themselves available on the following dates should they be called for an interview. At this stage, interviews are most likely to be conducted at the School in Newcastle.

Up to six candidates may be short-listed for an initial interview, of whom two or three will be invited for a second interview.

Please advise Dr Kefford if you are unavailable on either of these dates so that possible alternative arrangements may be made. Please note that an alternative opportunity to be interviewed cannot be guaranteed.

Close of applications: 5.00pm on Friday 26 June 2026

First-round interviews: Thursday 30 July 2026 at Newcastle Grammar School

Final interviews: Thursday 6 August 2026 at Newcastle Grammar School



A FINAL WORD

At Newcastle Grammar School, we are acutely aware of the responsibility entrusted to us.

Each day, families place their confidence in our care. Each day, students arrive with curiosity, potential and the hope of what might be possible. The Primary years are where so much of that possibility begins. They are the years in which confidence is built, relationships are formed and a lifelong approach to learning takes shape.

The role of Head of Primary is therefore one of great significance.

It is a role that requires thoughtful leadership, a deep sense of purpose and a commitment to working in partnership with others.

If you are drawn to this work – if you believe in the importance of these early years and the impact they can have – we strongly encourage you to consider joining our community!

Together, we are NGS.





NEWCASTLE GRAMMAR SCHOOL

Hill Campus

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