



St Paul's Grammar School

Working at St Paul's

St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.

Position Summary

Position Title	Drama Academy Tutor
Position Reports To	Drama Academy Coordinator
Department	Drama Cocurricular Academy
Award / Agreement	<i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025</i>
Status	Casual
Classification	Instructional Services
Other Allowances	Nil
Special Conditions	Supportive of the School's Christian aims and ethos
Purpose Statement	As a Drama tutor at St Paul's Grammar School Drama Academy, you bring experience and creativity, and support students as they embark on their Drama journey.

Key Responsibilities

- Actively support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy.
- Provide high quality Drama technique and training to students from a range of different Drama backgrounds and experiences.
- Develop detailed lesson plans for various Drama styles and skill levels.
- Create thoughtful, entertaining Drama works for showcases and other in-school events.
- Organise and lead rehearsals to prepare students for performances.
- Maintain open communication with students, parents, and academy staff.
- Engage professionally with colleagues, parents/carers and the community.
- Work within school's policies and procedures.
- Supervise students during class and as required before and after each class

Essential Skills / Qualifications

- Experienced in teaching Drama technique and choreographing in a range of Drama styles.
- A flexible and innovative approach to work.
- Outstanding professional presentation and manner.
- Excellent written and interpersonal communication skills.
- Current Working with Children Check (NSW WWCC).
- Proven ability to work as a constructive member of a team with a professional, courteous manner

Desirable Skills / Qualifications

- Current First Aid Certificate, including CPR.
- Experience working in a school environment
- Ideally available for morning and afternoon classes
- Membership of a local Christian church or community

Professional Conduct

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).
- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

Work Health and Safety

- Comply with WHS requirements to ensure a safe working environment.
- Ability to time-manage effectively.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.

Administer First Aid on occasion, as required.

Supporting the School's Christian Mission

- Actively support the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

Other Duties

- Encourage and promote engagement with the wider community, through active participation in the school events.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at their discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Signature: