



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	Secondary School Teacher
Position Reports To	Head of Department
Department	Teaching Area
Award / Agreement	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025
Status	Casual
Classification	In accordance with Teacher Classification levels within the Industrial Instrument
Other Allowances	Text
Special Conditions	Supportive of the School's Christian aims and ethos
Purpose Statement	The role of the Secondary School Classroom Teacher is to co-ordinate the delivery of content, in accordance with NESAs and IB Curricula, and to guide and support an allocated group of students. This should be achieved using collaborative professional practice in both teaching and learning, to ensure that all students are given the best possible opportunity to learn.

Key Responsibilities	
<ul style="list-style-type: none"> ○ Actively support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy. ○ Provide a quality educational service to students and parents through positive, rigorous and contemporary teaching and learning. ○ Know students and how they learn – including both the pastoral and academic care of students. ○ Provide differentiated, holistic, inquiry-based, learner-centered and experiential experiences for students. ○ Demonstrate deep knowledge of the NESAs and IB Curricula. ○ Collaborate with colleagues to implement effective written, taught and assessed curriculum – incorporating ICT. ○ Create and maintain engaging, supportive and safe learning environments. ○ Assess, provide feedback, and report on student learning. 	

- Engage in professional learning.
- Engage professionally with colleagues, parents and the wider community.
- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.

Essential Skills / Qualifications

- Appropriate qualifications and Experience, at the minimum of degree level.
- Demonstrated organisational skills including the ability to work to deadlines.
- Proven ability to work as a constructive and creative member of a team with a professional, courteous manner.
- Intermediate-level skills using computer- based applications, including the MS Office Suite (Edge, Chrome, Outlook, PowerPoint, Word and Excel).
- Current Working with Children Check (WWCC)
- Membership of a local Christian church or community

Desirable Skills / Qualifications

- Experience in delivering the IB MYP / DP programme.
- Experience in using school computer software, including a School Database and Learning Management System (LMS)
- Current First Aid Certificate, including CPR.

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.
- Conversant with the procedures for organising events, i.e. Calendar, Variations to Routine (VTR/V2R), Risk Management Plans (RMP), Student Permission Notes.
- Administer First Aid on occasion, as required.

Supporting the School's Christian Mission

- Actively support, and live out 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 co-curricular life of the school
- In addition to face-to-face teaching, you may be required to assist with a range of other duties. These can include playground and bus line supervision, sports duties, participation in school camps and excursions (including overnight activities), attending open days and parent/teacher evenings, staff meetings, administration tasks, assemblies, involvement in extracurricular programs, and relevant professional development activities.

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: