



ST PAUL'S  
GRAMMAR SCHOOL  
IN CHRISTO FUTURUM



# PROSPECTUS for Candidates

Secondary School English Teacher  
Temporary Full Time and Part Time Positions



## Mission Statement

As a Christ-centred community, St Paul's Grammar School enables excellence in all areas, empowering students to be discerning and knowledgeable individuals of integrity, who are called to serve in the world with respect and compassion.

## Vision Statement

St Paul's will be a dynamic, transformative and exemplary Christian Grammar School where students and staff can flourish, both within and beyond the school.



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## About St Paul's

The school was founded in 1983 and since then has grown into one of Sydney's leading schools. Over 850 students from Pre-Kindergarten to Year 12 enjoy a spacious and peaceful 70 acre semi-rural campus; students from the greater Sydney and Blue Mountains areas mix with nearly 40 international students from the People's Republic of China. We were the first school in NSW to offer IB programmes across the entire school: Primary Years Programme, Middle Years Programme and Diploma Programme. As such, the school has considerable experience and expertise in these programmes, as well as the NSW Education Standards Authority (NESA) syllabuses.

Students are encouraged to excel in a broad range of endeavours, both within and beyond the classroom. The school actively fosters a culture where achievement is high, where diversity is celebrated, and where holistic and experiential learning are central. As a Christian school, all staff are expected to have commitment to the St Paul's model of integrated Christian education; we believe passionately that Christian faith matters in all areas of life, including learning, pastoral care, community relationships and school organisation.

The school highly values the experience of the creative arts. An extensive range of curricular and co-curricular opportunities exist in music, visual art, drama and dance; the school's Conservatorium of Music provides tuition in a broad range of musical instruments and vocal training.

The school is a member school of the Independent Sporting Association (ISA) and participates in competitive Saturday sport against a range of metropolitan and country independent schools. Sport provides great personal learning opportunities which complement the learning during the normal school week.

Over 150 full and part-time staff work at the school. The school enjoys a professional reputation built upon numerous staff members contribution to national and international associations and conferences. Many staff contribute to curriculum development, have published teaching resources and support materials for both the NSW NESA and International Baccalaureate. The school invests heavily in the professional learning of its staff – we believe that a high quality staff is the key to engaged, productive and effective learning.



## Key attributes and expectations of St Paul's Grammar School staff

### **All staff are expected to contribute to the school in a manner consistent with the following:**

- Actively support for the mission and vision of the school, specifically through:
  - enhancing its distinctive Christian heritage and culture;
  - pursuing a positive, rigorous and contemporary Pre-Kindergarten to Year 12 learning environment for all students;
  - increasing principled and active student involvement in the wider cultural and sporting life of the school;
  - encouraging and promoting the engagement of the wider community in the life of the school;
- pursuit of personal growth in Christian knowledge, worship, community and lifestyle;
- a totally independent Christian school; therefore, a diversity of Christian traditions should be supported and celebrated;
- a coherent and seamless Pre-Kindergarten to Year 12 school on one campus; therefore, coherent and developmentally appropriate learning and pastoral care should be evident;
- international perspectives on education; therefore, our international perspectives should infuse our school, not just be isolated to enrolling international students or receiving visits from our sister schools;
- integration of Christian faith and behaviour in those areas of the school for which they have responsibility;
- diligence and excellence, combined with humility and grace;
- open and cooperative collegial relationships based on trust, integrity, transparency and accountability;
- active commitment to working in flexible team-based structures and processes;
- willingness to innovate, share and transform current practices based on current research, active professional reading and/or collegial engagement (i.e., conferences, seminars, etc.);
- personal commitment to the attributes of the IB Learner Profile (inquirer, knowledgeable, thinker, communicator, principled, open-minded, caring, risk taker, balanced, reflective), as well as advocacy of these qualities amongst staff and the wider school community;
- active commitment to and involvement with the co-curricular life of the school;
- high level engagement with technology in both curriculum and administration experience;
- consistently support school policies including student welfare, child protection, WHS and risk management.



# St Paul's Grammar School

## Working at St Paul's

*St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, non-denominational 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 English Teacher
Position Reports To	Head of Department
Department	English Faculty
Award / Agreement	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025
Status	Temporary, Full-Time or Part-Time
Classification	In accordance with Teacher Classification Levels within the employment instrument.
Other Allowances	Dependant on experience and classification
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 NESA 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"> <li>○ Actively support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy.</li> <li>○ Provide a quality educational service to students and parents through positive, rigorous and contemporary teaching and learning.</li> <li>○ Know students and how they learn – including both the pastoral and academic care of students.</li> <li>○ Provide differentiated, holistic, inquiry-based, learner-centered and experiential experiences for students.</li> <li>○ Demonstrate deep knowledge of the NESA and IB Curricula.</li> <li>○ Collaborate with colleagues to implement effective written, taught and assessed curriculum – incorporating ICT.</li> <li>○ Create and maintain engaging, supportive and safe learning environments.</li> <li>○ Assess, provide feedback, and report on student learning.</li> <li>○ Engage in professional learning.</li> <li>○ Engage professionally with colleagues, parents and the wider community.</li> <li>○ Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.</li> </ul>

### 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

- Attend and actively participate in school-based community engagement activities such as school assemblies, parent teacher interviews, chapels, sports carnivals, school camps, and excursions.
- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school
- This position will have a full-time teaching load equivalent to up to 45 x 53-minute periods over a two-week (60 period) cycle. (Part-time position will be dependent on FTE).
- All staff are expected to be on site each term from 8:00am until at least 3:30pm, Monday to Friday.
- This teaching position is expected to work the days/hours required to fulfil the different professional obligations of the role; these may vary depending on the specific requirements of the relevant Faculty (e.g. marking requirements, showcases, practical experiences etc.) and the necessary obligations the role demands at certain times of the year (e.g. reporting, major work completion, evaluation inspections etc.)

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.

## Information for Applicants

<b>Closing date</b>	Applications close on Monday 20 April 2026
<b>How to apply</b>	<p>To apply for this position please complete a <i>St Paul's Application for Employment</i> form, sign and date it, and return this document together with a cover letter, your CV including the names of three referees, one of whom should be the applicant's current Minister of Religion.</p> <p>Applications should be marked as "confidential" and forwarded either via email to:</p> <p><a href="mailto:hr@stpauls.nsw.edu.au">hr@stpauls.nsw.edu.au</a></p> <p>or via post to:</p> <p>People and Culture Manager St Paul's Grammar School Locked Bag 8016 Penrith NSW 2751</p>
<b>Enquiries</b>	Confidential inquiries can be directed to the Principal, Mr Ian Wake, via email <a href="mailto:hr@stpauls.nsw.edu.au">hr@stpauls.nsw.edu.au</a>
<b>Employment process</b>	To obtain a <i>St Paul's Application for Employment</i> form, or gain an understanding of the St Paul's Grammar School employment process, please read the information on the school's website <a href="http://www.stpauls.nsw.edu.au/employment">http://www.stpauls.nsw.edu.au/employment</a>

**Please note that employment screening is mandatory in accordance with legislative requirements. A current Working with Children Check will be required by the successful candidate.**



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