



ST PAUL'S
GRAMMAR SCHOOL
IN CHRISTO FUTURUM



PROSPECTUS for Candidates

Director of Community Engagement
Permanent Position



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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 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	Director of Community Engagement
Position Reports To	Principal
Department	Executive
Award / Agreement	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 or Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Status	Permanent Full-Time
Classification	This position may be filled by either a teaching or non-teaching employee. Classification and remuneration will be determined in accordance with the relevant employment instrument and will reflect the successful applicant's qualifications, skills and experience.
Other Allowances	Leadership Allowance, where applicable
Special Conditions	All teaching members of the Senior Executive are expected to attend scheduled meetings, may be required to undertake Master of the Day (MoD) responsibilities, and be present at key school events. Leaders are required to actively participate in ongoing professional learning and leadership development. Promoting the School's vision and supporting the implementation of the Strategic Plan are fundamental expectations of the role.
Purpose Statement	The Director of Community Engagement is a key member of the School Senior Executive, providing strategic leadership for the School's community engagement and events strategy. The role strengthens connections between the School and its stakeholders, enhances the School's reputation, drives enrolment growth, and cultivates a vibrant, engaged community aligned with the School's vision and strategic priorities.

	This role oversees all aspects of internal and external communication, strengthens the school's brand and visibility, and drives initiatives that enhance relationships with students, families, alumni, staff, and the wider community. The Director also plays a central role in coordinating and promoting school events, such as welcome events, orientation programs, celebrations, performances, fundraising initiatives, and community outreach activities, ensuring these events reflect the school's values and foster a vibrant, connected school community
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Key Responsibilities

Community Engagement and Relationship Building

- Develop and implement a comprehensive community engagement strategy.
- Foster strong relationships with parents, students, staff, alumni, local churches, businesses, community groups, and educational partners.
- Promote a culture of belonging, inclusion, and partnership across the school community.
- Act as a key ambassador for the school at community functions, networking events, and industry forums.
- Create opportunities for meaningful engagement between the school and the wider community.

Marketing and Communications

- Lead the school's marketing and communications strategy.
- Ensure consistent articulation of the school's mission, vision, values, and educational offering.
- Oversee digital communications including website, social media, newsletters, publications, and promotional campaigns.
- Manage the school's brand identity and reputation.
- Develop communication plans for significant school initiatives and projects.

Enrolment Growth and Admissions Support

- Partner with the Admissions Team to develop strategies that support enrolment growth and retention.
- Analyse enrolment trends and market opportunities.
- Oversee community events, tours, and promotional initiatives that showcase the school's strengths and distinctives.
- Strengthen the prospective parent experience throughout the enrolment journey.

Alumni and Advancement

- Develop and maintain an active alumni engagement program.
- Encourage alumni participation in mentoring, events, networking, and school initiatives.
- Support fundraising and philanthropic programs where relevant.

- Cultivate relationships with donors, benefactors, and community supporters.

Events and Community Programs

- Lead the planning and delivery of major school events including but not limited to; Grandparents Day, School Musicals, Christmas Celebration, Anniversary Celebrations, Presentation Assemblies, Debutante Ball and Valedictory Dinner.
- Oversee community celebrations and key school events.
- Develop programs that increase family participation and community connection.
- Evaluate the effectiveness and impact of engagement initiatives.

Strategic Leadership

- Contribute to the development and implementation of the school's strategic plan.
- Monitor stakeholder engagement metrics and provide regular reports to the Principal and Board.
- Identify emerging trends and opportunities in independent school marketing, enrolment, and community engagement.
- Collaborate with senior leaders to ensure engagement strategies support educational priorities.

Essential Skills / Qualifications

- Relevant tertiary qualifications in communications, marketing, public relations, education, business, community development, or a related field.
- Demonstrated leadership experience in community engagement, stakeholder relations, marketing, admissions, or advancement.
- Exceptional communication and interpersonal skills.
- Proven ability to build productive relationships across diverse stakeholder groups.
- Experience developing and implementing strategic plans.
- Strong organisational and project management skills.
- Ability to work collaboratively within a senior leadership environment.
- Strong strategic leadership skills.
- Appropriate qualifications in Marketing, PR or Communications.
- Proven experience in the development and execution of strategic marketing and communication plans that effectively engage a broad range of stakeholders.
- Demonstrated expertise across a range of media channels, including traditional, digital, and social media, with a strong track record of enhancing engagement and organisational profile.
- Strong copywriting skills and ability to communicate complex ideas.
- A track-record of collaborating and thinking creatively.
- Ability to build long-term relationships and to effectively relate to a wide range of constituencies
- Demonstrated experience managing staff across multiple disciplines and areas of expertise within a complex and dynamic environment.
- Superior organisational and time-management skills with exceptional attention to detail.
- Proven success in a complex and fast-paced environment.
- Outstanding communication skills, both verbal and written.

- A professional and resourceful style; the ability to work both independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- High level of integrity and sound judgment.
- 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.
- High-level skills using computer- based applications, including the Microsoft 365 Apps Suite (Edge, Outlook, PowerPoint, Word and Excel).
- Current Working with Children Check (WWCC).
- Membership of a local Christian church or community.

Desirable Skills / Qualifications

- Experience in an independent school or educational setting.
- Experience leading enrolment marketing and admissions strategies.
- Fundraising, development, or alumni relations experience.
- Understanding of contemporary education trends and independent school markets.
- A proven ability to work in a collaborative environment as a member of a Leadership team
- Experience in using school computer software, including a School Database and Learning Management System (LMS)
- A skill, expertise, qualification, or willingness to lead a school co-curricular activity (e.g. soccer coach level 2, competence in playing a musical instrument or NSW RFS Membership)
- Current First Aid Certificate, including CPR.
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- 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.
- 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 WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Lead and promote a proactive approach to psychosocial safety within teams.
- Monitor workload distribution, role clarity, and workplace behaviours to reduce psychosocial risk.
- Support staff experiencing psychosocial concerns and facilitate access to appropriate support services.
- Ensure WHS considerations, including psychosocial impacts, are embedded in decision-making and change management processes.
- 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
- A full-time teaching load is equivalent to up to 45 x 53-minute periods over a two-week (60 period) cycle.
- As a Leadership Level 4 position you will receive a minimum of 20 x 53 min periods per cycle as allocation for role.
- All staff are expected to be on site each term from 8:00am until at least 3:30pm, Monday to Friday.
- This 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

Closing date	Applications close on Thursday 3 September 2026
How to apply	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. Applications should be marked as "confidential" and forwarded either via email to: hr@stpauls.nsw.edu.au or via post to: People and Culture Manager St Paul's Grammar School Locked Bag 8016 Penrith NSW 2751
Enquiries	Confidential inquiries can be directed to the Principal, Mr Ian Wake, via email hr@stpauls.nsw.edu.au
Employment process	All applications must include the following: • A completed Employment Application Form • A cover letter addressing Key Responsibilities and Skills and Attributes (no more than 2 pages) • A Curriculum Vitae • Copies of qualifications • Statements of Service (Teaching positions only) 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 http://www.stpauls.nsw.edu.au/employment

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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