



St Paul's International College was founded in 1986 by the Sisters of St Paul de Chartres. Founded in France in the late 17th century, the order has a long history of promoting academic excellence.

The College crest bears the Latin motto *Omnibus Omnia*, meaning 'All to all'. This phrase, taken from the First Letter of St Paul to the Corinthians, emphasises the need for tolerance, openness, understanding and kindness towards one another, regardless of cultural, social, racial or religious differences. In an increasingly globalised world, St. Paul's provides quality education for young people from a broad range of ethnic and cultural backgrounds to learn from and to respect each other's differences and to grow in an appreciation of their shared humanity.

Position Vacant - Head of Teaching & Learning

The College is calling for applications for a Head of Teaching & Learning to support the College in providing leadership for the teaching faculty, teaching programs and the student experience.

The position is a full-time permanent teaching role ideally from the start of 2025 with a load reduction and a Level 2 Co-ordinator allowance. The College is an Independent Catholic school and employs staff under the NSW Independent Catholic (Model C) Schools Multi-Enterprise Agreement. Staff are not required to be practicing Catholics, but they are expected to uphold the ethos of the College and support its activities and events.

Responsibilities

- Staff leadership, management, direction and development.
- Teaching Program oversight, direction, review and improvement.
- Assessment and reporting administration in conjunction with the Senior and Junior Co-ordinators.
- Work closely with the Head of School on strategic administration such as staffing and timetabling.
- Academic communication and administration with students and families such as subject selections, student meetings, parent teacher interviews and HSC information sessions.



- Work within and foster the College's collaborative management structure and sense of teamwork.
- Respect and support the Sisters of St Paul in their mission to educate our students.
- Report directly to the Head of School

Selection Criteria

- Relevant teaching qualifications, NESQA accreditation and NSW Working with Children Check.
- A demonstrated commitment to both teaching and student learning.
- The desire to contribute and effect positive organisational change.
- An ability to earn trust and foster an environment of collaboration and achievement.
- The skills and respect to lead staff across all subject areas.
- Organisational skills to manage a range of duties and issues on top of a teaching load.
- Communication skills across the full range of mediums.
- Experience with, and care for, students from a range of backgrounds such as ESL.

Applications

Applications are to include an up-to-date CV with relevant experience, qualifications, skills and references, and a cover letter which addresses the selection criteria.

Applications are to be addressed to the Head of School, Ms Anne-Maree Scott, and sent via email to scotta01@spic.nsw.edu.au by COB Friday October 18th, 2024.

In the meantime, we very much look forward to receiving your application. This is a wonderful leadership opportunity to make a positive impact within a caring community of staff and students.