

# It's Your Move!

Are you keen to unlock the potential of our next generation? Ready to empower unique and curious minds to discover their greatness? Or striving to join a network of dynamic, visionary people who are committed to best-practice? St Paul's may just be the school for you!

Consider a career at St Paul's Anglican Grammar School, where you can assist the next generation of children to become articulate and independent young adults. With outstanding opportunities for personal reward, fulfilment and learning, discover why we are one of Gippsland's leading employers.

## Why St Paul's?

The transformation of education and a love of learning begins with you. We know that an exceptional school begins with exceptional staff, people who empower and celebrate every child, whilst providing a safe and happy learning environment.

Above all, St Paul's values passion, innovation and dynamic people who are committed to best-practice. Together, we can support and encourage every child to pursue their potential.

Our team benefits from a strong community, the opportunity to apply for roles across campuses, a strong professional development focus and competitive salaries. The community of educators and corporate staff share a commitment to our St Paul's values of wisdom, integrity, compassion and respect, and are in turn, supported by the school's commitment to providing fulfilling and meaningful professional roles.

## A Growing School

From humble beginnings in 1982 with just nineteen students in the back rooms of the Warragul Anglican Church, we now offer three beautiful campuses across regional Victoria bustling with over 1,700 students, 260 staff and a community of families, friends and alumni all connected by a St Paul's education.

Many things have changed over our rich history, however, our commitment to providing a quality, personalised education has remained.

We are a happy school, a place where people care for one another and are grateful to be part of this remarkable learning community.

## Gippsland Based Warragul

Nestled in the picturesque town of Warragul, this campus offers Early Learning through to Year 12 to families in a thriving regional community.

As the birthplace where the St Paul's story began in 1982, our Warragul Campus is located 100 kilometres east of Melbourne in the beautiful landscapes of West Gippsland.

With purpose-built learning, performance and sport facilities, the campus enjoys established gardens and recreational areas and is bordered by Brooker Park, extending our indoor-outdoor learning environment and inspiring a fascination for discovery.

## Traralgon

Our expansive Traralgon Campus is known for its close-knit community and positive atmosphere. With Early Learning through to Year 10 students currently, we are expanding to offer Year 12 by 2027.

On land adjacent to the Latrobe River, our Traralgon Campus is located 175 kilometres east of Melbourne in the Latrobe Valley. Our northerly aspect and large grounds house unique

wetlands and state-of-the-art facilities that immerse every child in a learning environment that is calm and spacious.

## Drouin

Commencing in 2025, our Drouin Campus will offer Early Learning through to Year 2, providing a new choice in education for families.

Located on a beautiful elevated 36-acre site close to the M1 freeway entrance on the Melbourne side of Drouin, the school's vibrant design will create a contemporary learning environment and a welcoming place for the growing community.

## Acknowledgement of Country

*We acknowledge the Gunaikurnai people as the original custodians of the land upon which we learn. We acknowledge their elders, past and present and their children, who are the hope for their future.*



# Consider a career @ St Paul's

## Leading Education

We are and always have been an innovative, forward-thinking school where happiness is at the heart of our practice. We cultivate a safe and caring environment where each person is valued and supported to achieve their personal best.

Our team is integral in continuing to provide a comprehensive pastoral care program that supports every child, every day. Together, we instil a lifelong love of learning within our students, embedded in our culture, teaching and curriculum. We provide opportunities, support and extension for all types of learners with all types of interests, recognising and celebrating every child's individual education journey.

When you join St Paul's, you join a network of educators who recognise and respond to the unique qualities of every child. A team of people who are committed to best-practice and visionary teaching, and provide this through innovative learning experiences. Together, let's equip our learners with the skills and knowledge they need for school, but equally as importantly, for life.

## Philosophy & Values

St Paul's prides itself on offering a unique learning environment that not only provides an outstanding education but in addition develops each person in the spiritual, social, emotional, physical and intellectual domains.

We offer a safe, inclusive and caring environment, where thought can be expressed, achievement can be celebrated and where each person belongs to a community that supports them to achieve their potential.

Underpinning all of our actions are our ethos and the embedded values of:

- Wisdom
- Integrity
- Compassion
- Respect

## Spirituality

St Paul's is a happy Anglican school founded on the ethos and values of the Anglican Church. We nurture learners from all faiths and beliefs to pursue their potential.

We provide opportunities for every child to find and follow their purpose, and foster an environment where every faith and belief is respected and valued. We do not expect students, families or staff to share our Christian beliefs. Instead, we ask that our learners and staff develop and share their perspectives on spirituality and faith with openness and humility.

Our Anglican tradition is observed through chapel services and faith study which all students are required to attend. These provide a space for each student to experience encouragement and exploration of faith within a strong and supportive community.

## Strategic Plan

Our 2023–2028 Strategic Plan, together with the Master Plan, articulates our major areas of focus as we consolidate our Warragul Campus, expand our Traralgon Campus and establish our new presence in Drouin.

At St Paul's, we focus on being a school where everyone can 'Learn Well, Live Well and Lead Well', building upon our strong foundations as we pursue our potential – individually, as a school and as a community.

**View our Strategic Plan via**  
[stpaulsags.vic.edu.au/strategic-plan/](http://stpaulsags.vic.edu.au/strategic-plan/)

## Learn Well

Our team recognises that students bring with them a wealth of experience and learning from which they develop an understanding of how the world works. These understandings inform the teaching and learning process, allowing our educators to tailor programs to students' needs and incorporate real-life activities and lessons that evoke fascination and a deeper understanding.

## Live Well

Educating children from Early Learning through to Year 12 means we know and understand the children we work with, and this knowledge allows us to support children in transitions throughout their learning journey. We believe that living well comes from feeling known, valued and connected, and these principles inform all we do.

## Lead Well

We are in a unique position to empower individuals to believe in themselves and each other; people who commit to the growth of others to become citizens that the world requires now and into the future.



# Consider a career @ St Paul's



## All About You

We are always looking for the next leaders of education. The people who have a genuine passion and love for teaching and learning, wanting to support our students to achieve their very best.

## Belonging & Connection

We are a school where people come first, and success in whatever area you choose to pursue will follow. Our community is built on relationships and mutual respect, bringing out the best in each other. Embedded in our culture and practice, we cultivate a safe environment where everyone is respected, valued and known.

St Paul's provides opportunities for staff to connect, network and empower each other at a regular morning tea, staff chat and team meetings.

We value the contribution of every single member of our team, who together are key contributors to children pursuing their potential.

## A Great Place To Work

Our team benefits from a professional environment that provides outstanding opportunities for personal reward, fulfilment and learning. These include:

- Superannuation fund of choice, paid at 10%
- Salary sacrificing and packaging arrangements
- Positions of responsibility and allowances (teachers)
- 15 personal leave days per year
- 5 weeks annual leave for general staff
- Access to long service leave after 7 years
- 14 weeks paid parental leave for primary carer
- 25% fee remission for each child enrolled at the school for permanent employees
- 10% off school uniforms purchased through Dobsons Uniform Shop
- IT devices supplied for relevant roles
- Free annual staff flu vaccinations
- Access to an on-site outside school hours care and vacation care service
- An on-site cafe
- On-site parking

## Employee Assistance

St Paul's offers a modern approach to employee wellbeing through LifeWorks. LifeWorks combines the expertise of clinical professionals with 24/7 support, to provide proactive and personalised wellbeing support to every individual. LifeWorks offers employee assistance and wellbeing support at the right time, with the right care, using the right platform. LifeWorks has the added bonus of also being available to members of your immediate family.

## A Place To Grow

St Paul's strongly supports staff to improve their knowledge, practice and passion. We offer on-campus professional development and training to embed a lifelong love of learning among our people.

## Induction Program

New staff are welcomed in the first week of each term during transition days to learn about their new place of employment.

## Elevate Your Career

We facilitate a wide variety of conferences, workshops, courses and networks off-site, in-house and online for individual and department development.

## Mentor Program

New staff are partnered with an experienced colleague who can provide guidance, support and advice on their position. This mentor will help you navigate your role, integrate with our community and develop the skills and knowledge needed to succeed.

As part of the process for moving to full registration, provisionally registered teachers work with a mentor to help guide them through the VIT's Inquiry process. This support is central to the development of new teachers and those who have not recently been in the classroom.

The mentor acts as a sounding board for the mentee, meeting regularly on a formal and informal basis, to provide feedback and coaching, help you set and achieve your goals and offer emotional support. The program typically lasts a year, although many

mentors and mentees form strong bonds and ongoing friendships.

## Observations

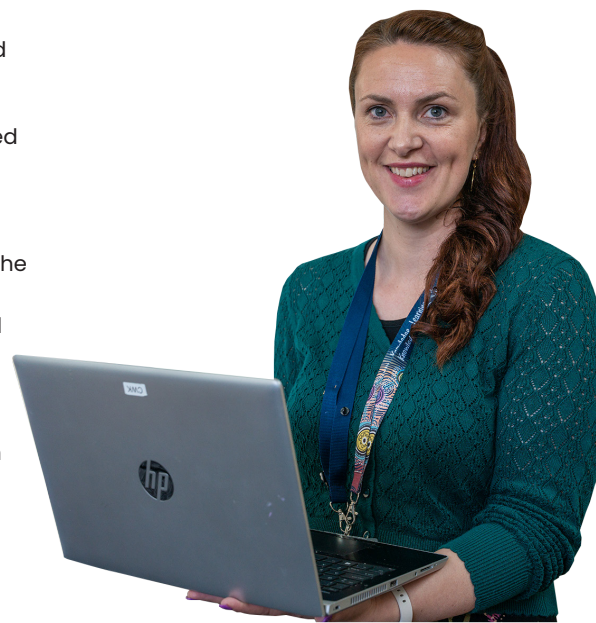
We aim to understand each staff member to enrich their practice and meet them at their point of need. A line manager or Head of Faculty/School will observe new staff for a few lessons to ensure they have the skills and knowledge required to achieve their best. This is a structured initiative that provides new staff with tailored feedback, dynamic support and an opportunity to further their professional career.

## Professional Learning Days

Several days each year are dedicated to professional learning opportunities incorporating Workplace Health and Safety, student protection, cultural and teaching practice or business development.

## Annual Appraisal Program

A regular appraisal system considers professional development and areas for growth, identifying opportunities available internally and externally.





# Consider a career @ St Paul's



## A Career With Us Equal Employment

St Paul's is committed to Equal Employment Opportunity principles and to merit-based selection, equity, diversity and procedural fairness in our recruitment process. We maintain strict privacy and confidentiality regarding your application. To view a copy of our Privacy Policy, please visit our website.

## Recruitment Process

Your application should address all relevant selection criteria as outlined in the position description. Please ensure that your application reaches us by the closing date and time provided in the advertisement for the position.

All applications must be submitted through our website or through our Human Resources Manager. Do not email your application to the school as it may not be received. We reserve the right to commence the recruitment process and appoint the position before the application's closing date.

## Selection Process

Only shortlisted candidates will be contacted to arrange a time to meet with the selection panel for an initial interview. Shortlisted candidates will be sent an application/declaration form for compliance and privacy information. Candidates shortlisted from the first interview may be required to come back for a second interview and/or further recruitment and activities.

As part of the interview process for teaching staff, shortlisted candidates may be asked to demonstrate their teaching by the applicant being requested to develop and present some teaching materials.

## Reference Checks

A minimum of two reference checks are undertaken. The selection panel will discuss your application with your nominated referees. St Paul's reserves the right to consult with other persons who may have knowledge of your experience (this is at the Principal's discretion).

## Requirements

The preferred candidate will be subject to employment screening and may be asked to undertake a psychometric assessment and a medical for this purpose. The preferred candidate must satisfy relevant child protection legislation and:

- For teaching roles, be a registered teacher with the Victorian Institute of Teachers; or
- For non-teaching roles, hold a current Working with Children's Check.

International candidates will provide the panel with relevant visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration.

The School reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

## Child Safety Policies

We are committed to ensuring that our recruitment practices create a safe and supportive environment for all students. To this end, in addition to our general Recruitment and Selection Procedures, we have established child safety policies and procedures for recruiting those staff, contractors and volunteers who are engaged in child-connected work and for assessing their suitability to work with children.

## Sound Like You? Express Your Interest

Just because we may not have the perfect role for you right now – we still want to hear from you!

Are you inspired by dynamic teaching and supporting every child to pursue their potential? Or do you bring professional and operational skills that help an organisation to be the best it can be? Express your interest today via [stpaulsags.vic.edu.au/careers-at-stpauls/](mailto:stpaulsags.vic.edu.au/careers-at-stpauls/) and follow us on social media!

## Reach Out

Contact our Human Resources Manager for a confidential discussion about working at St Paul's by calling us on 03 5623 5833 or making contact by emailing [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au)



### Warragul Campus

150 Bowen Street, Warragul, 3820  
Ph: 03 5623 5833

### Traralgon Campus

46 Cross's Road, Traralgon, 3844  
Ph: 03 5175 0133

### Drouin Campus

via McGlone Road, Drouin, 3818  
Ph: 03 5623 5833

[hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au)



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