



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, understanding and kindness towards one another, regardless of cultural, social or religious differences. In an increasingly globalised world, St. Paul's provides quality education for young people from a broad range of backgrounds to learn from and to respect each other's differences and to grow in an appreciation of their shared humanity.

Position Vacant - Academic Co-ordinator

The College is calling for applications for an Academic Co-ordinator to provide support to the Head of Teaching & Learning and leadership for the teaching faculty, teaching programs and the student experience. The position is a full-time ongoing teaching role with a Level 1 Co-ordinator allowance and teaching load reduction, with a starting date of January 27th 2026.

The College is an Independent Catholic school and employs staff under the NSW Catholic Independent Schools (Teachers Model C) 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

- Report directly to the Head of Teaching & Learning
- Work collaboratively with the Head of Teaching & Learning and the Student Co-ordinators on academic administration such as assessment, reporting, staffing and timetabling, minimum standards testing, results analysis, and staff professional development.
- Support the Head of Teaching & Learning with academic administrative tasks such as subject selections, student meetings, parent teacher interviews and HSC information sessions.
- Teaching program oversight, direction, review and improvement.
- Any other relevant duties as directed by College leadership.
- 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.



Selection Criteria

- Relevant teaching qualifications, NESA 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.
- 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 College Principal, Alexander Sumpter, and sent via email to alex.sumpter@spic.nsw.edu.au by COB Tuesday June 24th, 2025.

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.