



ABBOTSLEIGH

An Anglican Pre K–12 School for Girls

Employment application guidelines

Thank you for your interest in employment opportunities at Abbotsleigh.

Abbotsleigh is an independent Anglican school for girls that encourages each girl to develop her potential by fostering her pursuit of personal and academic excellence. The School provides a quality, well-balanced education, underpinned by the Christian faith. Each girl is empowered to be a courageous, constructive and compassionate world citizen, who embraces diversity and has a will to serve others.

Abbotsleigh staff possess the highest professional skills, actively support our Christian ethos and further the strategic goals and purpose of the School. Abbotsleigh requires all successful applicants to model commitment to the School's ethos, including:

- Our Christian heritage, teaching and values
- Our striving for high intellectual and academic achievement
- Our integrity in all things

Information for applicants

From 15 June 2013, anyone starting a new paid or unpaid job in a child-related role in NSW will need to have completed a Working with Children Clearance from the NSW Office of the Children's Guardian. Preferred applicants will need to ensure they have submitted a Working with Children check clearance to Abbotsleigh for verification prior to commencing work at Abbotsleigh. It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for employment at Abbotsleigh.

Abbotsleigh is an Equal Opportunity Employer. All information collected is subject to the School's Privacy Policy. All applicants must be either:

- an Australian citizen or a permanent resident, or
- have an appropriate permit to work in Australia

All applicants for teaching positions must have:

- teaching qualifications from a higher education institution within Australia, or
- teaching qualifications as recognised through Australia Education International NOOSR, and/or
- evidence of eligibility to teach in NSW via accreditation at the required standard of professional teacher competence under the auspices of the NSW Institute of Teachers/BOSTES

Junior School

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Telephone 02 9473 7700
Facsimile 02 9473 7690

Senior School & Administration

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(Cnr Ada Avenue)
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Telephone 02 9473 7777
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Postal Address

Locked Bag 1666
Wahroonga NSW 2076

ABN 18 199 714 462

www.abbotsleigh.nsw.edu.au

CRICOS Provider Code 02270F



What to include in your application

- A cover letter
- Curriculum vitae
- Academic transcripts and copies of relevant certificates
- 3 confidential referees, specifying name, job title and contact details for each
- If available, two written references (addressed “To whom it may concern”). A minister's reference is helpful

Applications for teaching positions should also include statements of your

- educational philosophy as it applies to the subject area
- leadership philosophy

How to submit your application

Applications, saved in Microsoft Word or Adobe PDF formats, should be submitted via email to hr@abbotsleigh.nsw.edu.au

We look forward to receiving your application and will process it as expeditiously as possible. We will confirm receipt and explain the next steps to be followed. For more information please email hr@abbotsleigh.nsw.edu.au