

Working at Guildford Grammar School

What to expect

Purpose-led. People-centred. Future-focused.



Guildford Grammar School

FOUNDED 1896





CONTENTS

Message from the Principal	5
Our Purpose	6
Why People Choose Guildford Grammar	7
Impact	9
Community, Culture & Belonging	10
Life at Guildford Grammar School	11
Professional Growth and Leadership Pathways	13
A Global and Forward Looking School	15
A Shared Commitment	16
Is Guildford Grammar Right for You?	18
Our Recruitment Process	19





A Message from the Principal

Guildford Grammar School is a place shaped by purpose, people and possibility.

For more than a century, the School has evolved in response to the needs of its students and community, while remaining grounded in strong values and a deep sense of responsibility. That balance between heritage and progress continues to guide us today.

Our staff are central to this story. The quality of a school is defined by its people, and at Guildford Grammar School we are fortunate to have a professional, committed and caring team who contribute well beyond their individual roles. Together, they create a learning environment where young people are known, challenged and supported to thrive.

As we look to the future, we are focused on providing an exceptional educational experience, supported by strong systems, clear expectations and a culture of collaboration and growth. We value high standards, professional judgement, innovation and shared responsibility, and we are committed to investing in our people so they can do their best work.

This booklet outlines what it means to work at Guildford Grammar School. It is intended to provide clarity about our culture, expectations and opportunities, and to support those considering whether Guildford Grammar is the right fit for them.

If you are purpose-driven, value community and are excited by the opportunity to contribute to a school with a strong future, we warmly encourage you to explore working at Guildford Grammar School.

Peter Allen
Principal



Our Purpose

Guildford Grammar School is a values-led, high-engagement school community committed to the education, care and development of young people. With a proud history and a forward-looking approach to education, we seek to create an environment where students and staff can thrive.

Every role at Guildford contributes to the life of the School. We value professionalism, care, collaboration and a shared commitment to high standards.



Guildford Grammar School:
Investing in our people,
for impact that lasts

Why People Choose Guildford

Purposeful Work

Your work has meaning. Whether teaching, supporting operations, caring for students in boarding, maintaining our campus or leading teams, every role supports student growth, wellbeing and opportunity.

A Strong Sense of Community

Guildford Grammar is a collegial and respectful workplace. Staff work together across disciplines and roles, connected by a shared sense of responsibility and pride in the School.

Professional Excellence with Support

We value expertise and professional judgement. Staff are supported by capable leadership, strong systems and a culture that encourages reflection, collaboration and continuous improvement.

Growth, Learning and Leadership

We invest in our people through professional learning, mentoring and leadership development. Opportunities exist to take on additional responsibilities, develop new skills and contribute beyond core roles.

Fair Reward and Practical Benefits

We offer competitive remuneration and a comprehensive range of benefits, including fee discounts, parental leave, wellbeing initiatives and access to quality facilities.

Sustainable Careers

We value long-term careers and aim to support high performance that is sustainable over time, recognising different life stages and professional pathways.





Impact

Why our work matters

Working at Guildford Grammar School means contributing to something larger than a position description or portfolio. Every role, teaching and non-teaching, plays a part in shaping young lives and sustaining a school with deep roots and a strong future.

At Guildford Grammar, we:

- Educate and care for young people at every stage of their development
- Serve families across Western Australia, including regional and boarding communities
- Act as custodians of a school with significant heritage and a clear forward-thinking future direction

This shared purpose underpins our expectations, decisions and daily work.

What this means in practice

- Decisions guided by what is best for students and the School as a whole
- A clear connection between individual roles and student learning, wellbeing and belonging
- Pride in contributing to a respected, values-driven institution that is 130 years old



Community, Culture & Belonging

How we work together

Guildford Grammar is a highly relational workplace. Ours is a community where people know one another, collaborate across roles, and take shared responsibility for the life of the School.

Our culture is defined by:

- Mutual respect and professionalism
- Kindness and care, particularly in pastoral contexts
- Strong relationships built on trust and accountability
- A genuine sense of belonging and community pride

We value not only what our staff do, but how they contribute to the wider School community. Collegiality, reliability and care for others are essential parts of working at Guildford Grammar.

At Guildford Grammar School,
we offer meaningful work
in a connected community,
underpinned by high standards,
professional growth and genuine
care for our people.

Life at Guildford Grammar School

Supporting staff as people, not just employees

We recognise that our staff lead full lives beyond the School gates. Wherever possible, we aim to support wellbeing, family life and sustainability across different stages of life and career.

Supporting you and your family with a family first attitude

- Paid parental leave
- A family-aware culture that recognises life stages and commitments
- Access to an Employee Assistance Program (EAP)
- Annual influenza vaccinations
- Access to on-site gym facilities

Everyday benefits

- Student fee discount (50% tuition)
- Salary sacrifice and Deferred Salary Scheme options
- Free on-campus parking and strong public transport access
- School-provided uniform for relevant roles

Community and connection

- Staff social events and celebrations
- Regular catered staff briefings and gatherings
- Recognition of staff milestones and contributions

Life at Guildford Grammar is busy, engaging and purposeful. We aim to create an environment where people feel supported to contribute meaningfully and sustainably over time.





SARAH
Assistant
Senior Staff
Lambeth of Arts

Professional Growth and Leadership Pathways

Investing in your development

We are committed to developing our people. Guildford Grammar actively supports staff who seek to grow professionally, expand their impact, or step into leadership.

What we offer

- Extensive professional learning opportunities
- Financial support for further study
- Mentoring for early career, experienced and aspiring leaders
- Participation in the Guildford Grammar School Leadership Development Program

Leadership pathways

Guildford Grammar develops internal talent and provides pathways into:

- Middle leadership roles
- Pastoral and boarding leadership
- Project and initiative leadership
- Senior leadership opportunities

Staff with the interest, capability and commitment to lead are encouraged and supported to do so.

Alexis Matthews Preparatory School Teacher

STEWART TRAVEL SCHOLARSHIP

"For our adventure walks and outdoor classrooms, Green School ELC teachers have given fresh perspectives and knowledge."

Recipient who visited the Green School in Bali, Indonesia

Ashlea Harvey Senior School Teacher

LEAD PROGRAM

"I gained valuable insights into innovation, student agency, and the importance of cultural intelligence in leadership."

Recipient who attended the Positive Schools Conference in Hong Kong



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A Global and Forward-Looking School

Opportunities beyond the everyday

Guildford Grammar School offers experiences that extend well beyond a traditional school setting.

Depending on role, opportunities may include:

- National and international tours and exchanges
- Working within Western Australia's largest boarding community
- Involvement in innovative programs, partnerships and initiatives
- Exposure to diverse communities, perspectives and educational practice

We honour tradition while actively preparing for the future, and we expect our staff to be open to learning, growth and change.

Round Square at Guildford

As a member of the global Round Square network, Guildford Grammar School is part of an international community of like-minded schools committed to character education, service, leadership and international understanding.

For staff, this means opportunities to engage beyond the classroom or office, contribute to global conversations in education, and help prepare students to be thoughtful, courageous and outward-looking citizens.



A Shared Commitment

Guildford Grammar School is a high-engagement environment. In return for the opportunities, support and benefits we offer, we ask our staff to contribute actively to the life of the School.

This shared commitment is what strengthens our community and underpins the experience we provide for students and families.

The following sections outline what working at Guildford Grammar School involves. These expectations provide clarity and ensure alignment.

Teaching Staff

Teaching at Guildford Grammar extends beyond the classroom. Teachers are central to academic learning, pastoral care and the broader life of the School.

Core Expectations

Teaching staff are expected to:

- Deliver high-quality teaching and learning aligned to the School's academic and pastoral frameworks
- Build strong relationships with students, colleagues and families
- Engage in ongoing professional learning and reflective practice
- Community and Co-curricular contribution

Teaching staff are expected to:

- Participate in year-round Co-curricular programs
- Attend and actively contribute to Outdoor Learning Program camps
- Support and mentor students through pastoral roles
- Play an active role in School carnivals
- Attend and contribute to major School events, including parent information sessions, interviews

and community gatherings

- Participate in key student celebrations such as House events, performances, awards ceremonies and Valedictory activities

Who Thrives in Teaching Roles at Guildford

Teachers who thrive at Guildford Grammar value breadth, connection and community engagement, alongside strong professional standards. Teachers who are passionate about their craft and want to be part of something bigger.

Professional and Administrative Staff

Professional staff support the day-to-day operations of the School and play a vital role in creating a positive experience for students, families and colleagues.

Core Expectations

Professional and administrative staff are expected to:

- Demonstrate professionalism, discretion and accountability
- Work collaboratively across teams and functions
- Provide high-quality service aligned to the School's values
- Contribute positively to a respectful and solutions-focused workplace culture

Community Engagement

Depending on role, professional staff may also be involved in:

- School events and community activities
- Supporting students, families or staff beyond core duties
- Continuous improvement of systems and processes

Specialist and Technical Staff

Specialist staff provide the infrastructure, systems and expertise that enable teaching, learning and operations.

Core Expectations

Specialist and technical staff are expected to:

- Maintain high standards of reliability, accuracy and safety
- Communicate clearly and work collaboratively with colleagues
- Contribute expertise to planning, improvement and problem-solving
- Support innovation while ensuring continuity and risk awareness

Leadership Roles

Leadership at Guildford Grammar is about stewardship, people development and shaping the future of the School.

Core Expectations

Leaders are expected to:

- Model the School's values and professional standards
- Lead with clarity, care and accountability
- Support the growth and wellbeing of staff
- Balance strategic priorities with day-to-day operational leadership
- Engage constructively with complexity and change

Campus Services and Hospitality

Campus services staff create safe, welcoming and functional environments that support learning, living and belonging.

Core Expectations

Staff in these roles are expected to:

- Take pride in their work and the School environment
- Demonstrate reliability, care and attention to detail
- Work collaboratively within teams
- Contribute to student safety and wellbeing through their role

Is Guildford Grammar Right for You?

Working at Guildford Grammar School is rewarding, purposeful and engaging. It is best suited to people who:

- Value professionalism, relationships and community
- Are willing to contribute beyond their core role and job description
- Take pride in high standards, accountability and shared responsibility
- Are committed to long-term impact, growth and stewardship
- Are open to change and continuous improvement in a dynamic school environment
- Think strategically while acting practically
- Are comfortable working across teams, disciplines and perspectives
- Seek to grow their capability and influence over time
- Understand that legacy is built through consistency, care and contribution

We encourage all applicants to reflect on these expectations and consider whether they align with their values, experience and aspirations.

Our Recruitment Process

A respectful and transparent approach

We aim to make our recruitment process clear, respectful and supportive. The typical process is outlined below:

Review the job advertisement, position description and this Working at Guildford Grammar School document.

If you would like further information or have specific questions, please contact the Human Resources team.

Prepare your resume, cover letter and any additional information requested in the job advertisement.

Submit your application via the stated method.
You will receive an email confirming receipt of your application.

Applications are reviewed following the closing date.
This process may take up to four to six weeks, depending on the role.

Shortlisted candidates will be contacted and invited to interview.
Details regarding timing, location and panel members will be provided in advance. Some roles may require two to three interview stages.

Reference checks are conducted for preferred candidates.
We will seek your consent before contacting referees.

Successful candidates will receive a verbal offer, followed by a formal written letter of offer. All applicants will be advised of the outcome of their application once the process is complete.

Support throughout the process

We are committed to providing an inclusive and supportive recruitment experience. If you require any adjustments or support during the application or interview process, or would like to discuss your individual circumstances, we encourage you to contact the Human Resources team. We are happy to work with you to ensure you can participate fully.

Our Human Resources team is here to support you throughout the process and is available to assist with any questions you may have.

Next Steps

For current vacancies, please visit our Careers page or contact the School for further information. Expectations outlined in this document will be discussed during the recruitment process.

Guildford Grammar School looks forward to welcoming staff who share our commitment to excellence, care and community.

More than a role.
A community. A legacy.



Guildford Grammar School

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www.ggs.wa.edu.au