



POSITION DESCRIPTION

POSITION:	Psychologist
DEPARTMENT:	Psychological Services
CAMPUS:	Bostock House
REPORTS TO:	Head of Student Psychological Services
DIRECT REPORTS:	Nil
EMPLOYMENT STATUS:	Part-time
CLASSIFICATION:	WA6
DATE PREPARED:	April 2025

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full-time and part-time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full-time and part-time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), a chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high-level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts, and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

To provide psychological support services to students at Geelong Grammar School, Bostock House Campus (Early Learning to Year 4).

KEY RESPONSIBILITIES

The Psychologist is responsible for the following tasks:

- Provide short-term or intermittent counselling to students as appropriate.
- Provide consultation, feedback, and support to parents on the psychological needs of their child.
- Liaise with other multidisciplinary staff (including GPs, nurses, and Geelong Grammar School staff), to facilitate and coordinate student access to treatment and lead case management teams.
- Maintain adequate records of clinical practice, both individually and in relation to student health files.
- Participate in research and /or evaluative projects (such as Positive Psychology) aimed at improving /maintaining clinical practices and service delivery.
- Actively participate in meetings focusing on student management and case consultation (student wellbeing meetings, specific case meetings).
- Maintain confidentiality with students and families, and advocate on their behalf when required.
- Ensure ongoing professional development and continuous improvement.
- Prepare reports or management plans as needed about student wellbeing, which include the impact psychological issues may have on student academic progress and recommendations for the school.
- Achieve health outcomes that demonstrate a high regard for the student and their family in the context of the overall Geelong Grammar School community

ORGANISATIONAL RELATIONSHIPS:

The Psychologist reports to the Head of Student Psychological Services and works closely with a number of key contacts, internal and external to the School:

Internal Liaisons

Students
Head of Campus
Deputy Head of Campus
Nursing and support staff
Leadership Team
Administrative and support staff
Inclusive Learning team
Senior Medical Officer
Teaching staff

External liaisons

Parents and families
Relevant government departments and agencies
Private practitioners

KEY SELECTION CRITERIA:

- Specialist knowledge of children's mental health as well as the ability to seek the best possible outcome for the student
- Possess advanced counselling skills and experience with a demonstrated commitment to ongoing professional development
- Be able to demonstrate, from experience, an understanding and knowledge of the needs of children and families in the Geelong Grammar School environment
- Ability to develop and foster collaborative working arrangements and strategic alliance with relevant service organisations
- Possess knowledge of current psychology practices relevant to children (in education and mental health) and ability to articulate theoretical bases for practice
- Ability to be a team player within Geelong Grammar School and the larger educational community and work effectively with other professionals and organisations
- Effective planning, problem solving, organisation and prioritisation skills
- Excellent interpersonal and communication skills (both oral and written) and proven capacity to liaise with people at all levels (both within and outside the organisation) and maintain strict confidentiality where required

QUALIFICATIONS AND EXPERIENCE:

- Relevant tertiary qualifications with current registration as a Psychologist
- Current Driver Licence
- Must have a Victorian Working with Children Check (Employment)

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Anaphylaxis [Essential]
- First Aid [Essential]
- CPR [Essential]
- The incumbent will likely to be required to work public holidays which fall during Term time, where the School is operational.