



**GEELONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION

## POSITION DESCRIPTION

<b>POSITION:</b>	Teacher
<b>DEPARTMENT/CAMPUS:</b>	Timbertop
<b>DATE PREPARED:</b>	May 2025
<b>REPORTS TO:</b>	Head of Campus, Timbertop

### 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), 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 246 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 activities, community service and a full year 9 academic programme.

## **POSITION OBJECTIVES**

1. To encourage and provide opportunity for all Year 9 students at Timbertop to reach their potential
2. To create the necessary academic support structure for students that cater for their individual learning needs
3. To work in partnership with all Campus staff members to create a work environment that is conducive to academic success
4. To develop and maintain effective working relationships with the Director of Learning and integration of academic programs between Year 8 and Year 10 at the Corio Campus.

## **KEY RESPONSIBILITIES**

The key responsibilities of Timbertop Teacher include:

1. To assist the Campus Head of Learning and Teaching and the Coordinators of subject areas to review and develop the academic curriculum to make creative use of the unique campus location.
2. To teach Year 9 in the specified subject area(s) as requested, including compilation of test papers, exams, assignments, projects and investigations.
3. To provide timely and constructive feedback designed to support student learning and engagement and inform parents through continuous reporting.
4. To attend and participate in subject meetings at the commencement of each term and throughout the term to develop curriculum plans and topic details.
5. Utilize documentation of topic objectives, unit outlines and work requirements with weightings and to maintain appropriate mark data repository and breakdown by assessment type for each subject area.
6. To assist in the delivery and application of the School's Positive Education programme
7. To engage in professional learning in order to maintain effective practice which is substantiated and inclusive.
8. To support and guide students according to their individual learning pathways.
9. To work in partnership with other teaching and support staff to ensure all students reach their potential.
10. An ability to participate fully in the School's outdoor, academic, running, co-curricular, boarding and wellbeing programmes.

## **ORGANISATIONAL RELATIONSHIPS:**

A Timbertop Teacher reports to the Head of Campus and has regular liaison with the Deputy Head of Campus and the following staff.

### **Internal Liaisons**

Campus Co-Heads of Boarding and Wellbeing  
Campus Head of Learning and Teaching  
Head of Outdoor Education  
Teaching staff  
Campus Business Manager  
Assistants (Gap and Language)  
Support staff (Administration, Kitchen, Nursing and Maintenance)

### **External liaisons**

Parents and guardians  
Outdoor Education sessional staff

## **KEY SELECTION CRITERIA**

The Key Selection Criteria for a Timbertop Teacher include:

1. Experience in and/or capacity to work in a remote and isolated community and educational setting (including Boarding Schools).
2. Experience and demonstrated skills in teaching within a “specific subject area” to secondary students (Year 9), including contemporary knowledge of curriculum, learning resources, teaching methods and assessment.
3. Highly developed inter-personal skills and proven capacity to work with other teaching and support staff and adolescents in an educational setting.
4. Well-developed written and oral communication skills.
5. Excellent organisation, teamwork and coordination skills.
6. Willingness and ability to participate fully in the School's outdoor, academic, running, co-curricular, spiritual and pastoral programmes.

## **QUALIFICATIONS AND EXPERIENCE**

### **Mandatory requirements**

- Registration as a Teacher with the Victorian Institute of Teaching, which includes a National Police Check undertaken by VIT
- Applicants must provide evidence that they fulfil the Proficient Level in all of the AITSL Australian Professional Standards for Teachers.
- Experience with and knowledge of individual academic learning programmes for students with diverse abilities and needs.
- It is a condition of employment that Teachers must possess First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2015). Information regarding First Aid and Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School are provided by the Head of Campus.

### **Highly desirable**

- Current driver's licence (a bus licence is highly desirable)
- Experience in driving a four-wheel drive vehicle in remote off-road conditions and/or attended a four-wheel driving course (note training is available and mandatory for all staff involved in transporting students).

## **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.

**Attachment 1**

Information for New Teaching Staff at Timbertop

# INFORMATION FOR NEW TEACHING STAFF AT TIMBERTOP

## INTRODUCTION

Geelong Grammar School consists of five campuses (three boarding and two day campuses), with the central administration functions being performed at the main Corio campus, located near Geelong.

Timbertop (approx. 246 students) is a full boarding campus for all Year 9 students, located near Mt Buller in Victoria's alps. Thirty teaching staff live on the campus, in a close-knit community. Students spend the entire year at Timbertop and on weekends take part in various outdoor recreational and community service activities.

## PRE-APPOINTMENT TO STAFF

The successful applicant for a position will be asked to come to Timbertop at a mutually convenient time for interview or second-round interview. The interview process may also involve teaching a class in their subject area, spending an evening on boarding duty or participating in a run.

## The Life and Responsibilities of a Teacher at Timbertop

Joining the teaching staff at Timbertop means making a commitment to live on campus, teach in the classroom and involve yourself in the pastoral care of students and the many outdoor activities which form part of Timbertop life.

**Accepting a position at Timbertop means accepting "a lifestyle", not just accepting "a job".**

## NEW STAFF

At the commencement of employment, a staff member will be expected to complete training courses which will equip them with the basic skills necessary to perform the requirements of their position at Timbertop.

The two main training courses are:

### **WILDERNESS FIRST AID COURSE**

This takes up three and a half days prior to the commencement of Term 1. The course includes a practical and theoretical test on the last day.

### **Four-wheel Driving Course**

This is a one-day driver education course that normally takes place during Term 1.

## FAMILY LIFE

Due to Timbertop's isolated location and the nature of a teacher's rostered responsibilities, families of teaching staff living on campus at Timbertop are invited and encouraged to participate in social functions and appropriate campus activities.

New staff must be aware that life is extremely busy and often quite hectic during the first part of Term 1 (as it would be in “learning” any new job). The newly appointed staff member will have limited time to spend with family during this phase of induction. Spouses/partners are encouraged to involve themselves in the community as much as possible. Without involvement spouses/partners can feel isolated. New staff are also advised to make a determined effort to keep up family life.

In addition to classroom teaching, all staff at Timbertop are expected to participate in some or all of the following duties and activities on a rostered basis:

Given the School’s commitment to Child Safety and the zero tolerance to child abuse, the School requires all family members, over the age of 18 years and who will reside on campus, to obtain and maintain a valid Victorian (Volunteer) Working With Children Check and provide these details to the School.

#### **ADDITIONAL RESPONSIBILITIES:**

##### **Hiking**

- during Terms 1 and 4 (also a Unit trip during Terms 2 and 3).
- depart Tuesday afternoon, return Thursday afternoon
- training hikes in Term 1
- staff support specialist Outdoor Education Teachers

##### **Unit Duty**

- this continues throughout the whole year and averages three duties per fortnight
- supervising homework and bedtime routines from 7.00 pm to 10.30 pm. (approx.)
- attending Unit cluster meetings to discuss protocols or individual students

##### **TEAM Activities**

- occurs mainly during Terms 2 and 3
- TEAM Activities form part of our academic timetable
- usually form part of our Service programme

##### **Darling Huts**

Staff will be required to visit the Darling Huts on two occasions during the time that the programme runs (Terms 2 & 3) from around 5.30 pm to 9.00 pm on the designated day.

##### **Skiing**

- the whole School population skis on one of the school weekend days at Mt Buller – lessons are provided.
- overnight:
  - One cross country ski tour (Unit based) during Term 3 at Mt Stirling – one night
  - One three-night cross country ski tour (Unit based) to the Bogong High Plains

##### **Head of Unit (Extra responsibility, awarded yearly)**

- responsible for the welfare of all students in a given Unit
- involves liaison with parents
- a position of significant responsibility, remunerated accordingly
- requires a considerable time commitment
- time allowance given out of teaching timetable

### **TOD (Teacher on Duty)**

- two people are allocated each day
- required for early morning supervision, recess duty, supervision of all meals, driving students to/from Mansfield
- on call for the day
- duty normally finishes at 7.30 pm but can sometimes finish at 9.30 pm if a student is required to be collected from the bus in Mansfield

### **Hobbies**

- Term 3, once a week
- all staff offer an activity e.g. golf, cooking, model making
- a time commitment of approximately three hours on a Wednesday afternoon

### **Running Programme**

- all year programme
- either one or two cross country runs per week and one Long Run per week
- all staff are involved
- distances range from 3 to 33 km's

### **Chapel**

- attendance at weekly Eucharist (unless rostered off)
- singing practice and other Chapel activities/services

### **Essentials/Long Jobs**

- approximately three times a term staff are rostered to supervise Long Jobs. Includes wood-splitting, cleaning drains etc. Normally lasts one hour
- regularly throughout the term staff are rostered to supervise Essential Jobs with students for cleaning campus facilities. Includes sweeping, cleaning classrooms etc. twenty minutes each academic day for a week.

### **Driving**

- all staff will need a car license to drive the school vehicles. Employment preference will be given to staff who have a current manual car and bus/light rigid driving license.

### **ACADEMIC TEACHING COMMITMENT**

Except for Outdoor Education Staff, all other staff have a commitment to classroom teaching. Prospective staff members who are short-listed may be asked to come onto campus and teach a class in your subject area.

Currently Timbertop employs a two-week academic cycle comprising an A and a B week. A total of 56 fifty minute classes are taught over the two-week cycle. All staff are provided with a laptop computer and given a work station that allows e-mail and Internet access.

Teachers are expected to:

- teach a maximum of 39 periods over the two-week cycle. This will depend on other responsibilities.
- carefully organise/plan classes in accordance with the academic needs of the students in each class
- mark and return assignments to students promptly
- prepare tests, examinations and reports
- be punctual to all classes
- assist in building a safe and positive learning environment
- write reports for assessment tasks

It is not a requirement for staff to spend time in the staff room during 'free' periods. It is recommended that staff take this opportunity to go home or visit Mansfield for recreational/personal reasons.

## **SCHOOL HOLIDAYS / ROSTERED TIME OFF**

Teaching staff are generally not required to work during Geelong Grammar School holiday periods. In addition, during term time, each teaching staff member is rostered off duty for at least three 'sets' of two days per term plus a single day as rostered. These may begin at any point during the week (Monday through to Sunday).

## **EXEAT WEEKENDS**

There is usually one exeat weekend in each term when all students leave the campus. Staff are not required to be on duty across Exeat.

## **HEALTH, SAFETY AND THE ENVIRONMENT**

Geelong Grammar School has a commitment to providing a safe and healthy environment at all campuses for staff and students.

An Occupational Health and Safety Committee consisting of at least one member from each designated work group on campus meets at least once each term to address health and safety issues. Staff are encouraged to raise health and safety concerns via the Safety Incident Report Form. More urgent issues should first be raised with the Head of Timbertop.

Every care is taken to provide staff and students with the required equipment and, where necessary, suitable protective clothing to enable them to participate safely in the outdoor activities.

In the event that a staff member does sustain an injury in the course of his or her duties, it is expected that the injury will be reported as soon as practicable. Under WorkCover legislation, injuries must be reported within 30 days. Where medical expenses or time off work are incurred, a WorkCover claim may also be lodged.

Staff are expected to adhere to the School's safety policies and procedures and report any safety hazard or hazardous work practice.

## **EQUIPMENT**

The School supplies most equipment and most clothing for the purposes of the Outdoor Education Programme.

## **Housing**

Unless otherwise specified by the School, all teaching staff are required to reside on campus. The School provides housing. Satellite dishes are not installed or to be installed. The School has a pet Policy and staff may apply to house a pet dog on campus.. **Smoking is not permitted inside or outside school buildings or anywhere on the School campus.**

## **Departure or Internal Move**

You are responsible for leaving your premises in a neat, clean state. If the school needs to employ cleaners to bring your house up to standard then you will be charged. You are expected to vacate your accommodation within a week of the end of school or your departure date so that maintenance and painting can be undertaken, ready for the new occupants.



## **Meals**

Staff can eat in the Dining Hall whenever they wish. Family members may also join their spouse/partner to eat in the Dining Hall. Any staff who are on Unit Duty that evening must be present at dinner.

## **Other Duties**

At the discretion of the Head of Timbertop, a staff member may be requested to undertake additional duties and responsibilities from time to time as the need arises, e.g.

- Running programme (organise)
- Skiing programme (organise)
- Timbertop Magazine year-book