



POSITION DESCRIPTION

POSITION:	Campus Co-Heads of Boarding and Student Wellbeing
DEPARTMENT:	Teaching
CAMPUS:	Timbertop
REPORTS TO:	Head of Campus Timbertop
EMPLOYMENT STATUS:	12 month leave replacement role
APPROVAL:	September 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), 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 coordinate and advise on the provision of high-quality student wellbeing services to students at Timbertop, including liaison GGS staff, Health Centre (SAN) and external student wellbeing service providers.

KEY RESPONSIBILITIES

The Campus Co-Heads of Student Wellbeing (Boys and Girls) are responsible for the following key functions and services:

- Liaise with the Head of Campus, Deputy Head of Campus, Head of Outdoor Education and Campus Head of Learning and Teaching on student behaviour, welfare and wellbeing issues.
- Provide support to Boys/Girls Heads of Unit to ensure that student wellbeing and pastoral care services and programmes are delivered to the best possible standard.
- Liaise with Nursing staff and external Medical and student wellbeing professionals on student health and wellbeing issues and ensure the provision of effective health care services relevant to student wellbeing.
- Coordinate and assist in the management and resolution of specific issues relating to the pastoral care of students.
- Liaise with the Head of Campus and Deputy Head of Campus regarding the management of specific behavioural matters – including disciplinary matters related to internal/external suspension, detentions etc.
- Liaise with the Head of Campus and Deputy Head (and Senior GGS Psychologist and Senior Medical Officer) to develop and review Pastoral Care policies and procedures, relevant to the Timbertop campus.
- In liaison with the Head of Campus, provide assistance to review School policies and strategies on student wellbeing and welfare, including disciplinary matters.
- Help mentor and ensure that Heads of Unit communicate effectively with parents about student wellbeing and welfare.
- Work effectively as a member of a multi-disciplinary team to promote and contribute to the strategic and educational objectives of Timbertop.
- Oversee students wishing to attend the school counsellor and document and distribute 'feedback' information to the student's care/wellbeing team.
- Oversee the implementation of Health Care Provider Reports for students with emotional/psychological issues before their return to Timbertop.
- Co-chair Heads of Unit meetings and communicate pastoral goals
- Keep professional notes on any student issues managed and support Heads of Units to keep thorough notes.
- Oversee the staffing of Unit clusters – including attached staff.
- Liaise with the Head of Campus and other key stakeholders regarding professional development opportunities in pastoral care, when appropriate.
- Initiate, manage and provide advice to and in conjunction with Heads of Unit, about the allocation of students to Senior School Houses including transition data.
- Allocate 'new to GGS' students to Units and ensure information is passed on to Heads of Unit
- Ensure a smooth transition and handover of GGS Year 8 students to Timbertop and in turn Timbertop students back to Corio for Year 10.
- Promote a positive and supportive culture amongst students and staff that makes issues such as bullying, emotional distress and behavioural issues less likely.

- Be an active part of the Timbertop Leadership Team and leading by example with kindness, honesty and effort.
- Manage the adherence to common standards across all Student Units by supporting Unit Heads in their role
- When required, liaise with the GGS Senior Medical Officer, health providers and parents about student matters
- Collaborate with the Head of Campus on the allocation of Heads of Units.

ORGANISATIONAL RELATIONSHIPS:

The Campus Co-Heads of Boarding and Student Wellbeing report to the Head of Campus and have a close working relationship with the Campus Management Group. The position also has regular liaison with the following;

- **Internal Liaisons**
- Deputy Head of Campus
- Teaching staff
- Nursing staff
- Heads of Middle and Senior School - Corio campus
- Chief Medical Officer

External liaisons

- Parents and guardians
- External medical and student welfare professionals

KEY SELECTION CRITERIA:

The positions of Campus Directors of Student Wellbeing (Boys and Girls) require the following key skills and experience;

1. A proven capacity to develop trust with students and staff and to guide the development and wellbeing of students.
2. Capacity to work well as a member of the Timbertop Leadership Team
3. Well-developed interpersonal, communication skills, including the ability to advise and liaise with relevant staff, parents, guardians and welfare/wellbeing service providers regarding students.
4. The ability to assist in the development and coordination of student wellbeing plans and services.
5. An understanding of contemporary student welfare and wellbeing practices in combination with a knowledge of and experience in the application of Positive Psychology principles for students (Positive Education).
6. The ability to write reports and associated student wellbeing documentation.

A proven ability to perform the role of a Teacher at the Timbertop campus, including the associated pastoral and co-curricular duties

QUALIFICATIONS AND EXPERIENCE:

Mandatory

- 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/or knowledge of student wellbeing principles, approaches and obligations either within the Timbertop context or other schools

- 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

Desirable

- Previous experience in a student wellbeing or related role.

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.