



**GEELONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION

## POSITION DESCRIPTION

<b>POSITION:</b>	Head of Faculty
<b>DEPARTMENT/CAMPUS:</b>	Corio Campus
<b>DATE PREPARED:</b>	September 2025
<b>REPORTS TO:</b>	Head of Learning and Teaching
<b>TENURE:</b>	Ongoing Teacher role 5-year fixed term appointment to Position of Responsibility

## 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. In 2026 Geelong Grammar School will have three campuses following the transition of Bostock House to a purpose built facility at our Corio Campus.

**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 1050 students) offers day student provision in ELC and Prep to Year 4 (Junior School). Day, day boarding, weekly boarding and full boarding is on offer in Years 5 to 8 (Middle School), with day and full boarding opportunities in Years 10 to 12 (Senior School). About 70% of Corio students in Middle and Senior School 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 School for Performing Arts and Creative Education (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:**

The Head of Faculty is responsible for the learning areas assigned to the Faculty and the management of the teaching and support staff involved in the delivery of the academic program. This includes strategic planning and development of the curriculum and associated academic responsibilities in order to promote the academic agenda in the School and ensure that academic rigour is advanced in all levels of the School.

**KEY RESPONSIBILITIES:**

The key responsibilities of the Head of Faculty include:

1. Oversee the delivery of high-quality learning and teaching that addresses the curriculum requirements across Years 7-12 using the Australian, VCE and IB Curricula.
2. Undertake recruitment, onboarding, development coaching and reviews of staff within the Faculty and promote goal setting for professional improvement through actively encouraging lesson observation, feedback and professional development
3. Actively contribute to the strategic management of the academic program as part of the Heads of Faculty Committee.
4. Undertake research on the curriculum and pedagogical initiatives to ensure that Geelong Grammar School is at the forefront of academic initiatives appropriate to its environment.
5. Assist in the review student learning and achievement data to improve the academic programme. This will include the appropriate recognition of academic excellence.
6. Review academic policies collaboratively when required.
7. Ensure that all members of the Faculty Team are kept abreast of strategic directions and understand expectations and how their role is essential in achieving the outcome of an exceptional education.
8. Ensure consultation with faculty on strategic agenda items and represent their views in discussions and meetings.
9. Chair regular Faculty meetings (at least once a term) and co-ordinate discussion within the Faculty (and relevant staff at other campuses) to review the whole school approach to the academic programme.
10. Actively engage with stakeholders within the Faculty in regards to planning and budgeting and the dissemination of information about the activities.
11. Promote a positive and collegial atmosphere in the Faculty.
12. To undertake professional development and further education relevant to the role as requested by the Vice Principal.
13. To demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives.
14. Undertake such other duties as may be determined by the Principal/Vice Principal.

**TEACHING EXPECTATIONS:**

A Head of Faculty is expected to undertake a teaching load of approximately 0.79 FTE per year

**ORGANISATIONAL RELATIONSHIPS:**

The Head of Faculty reports to the Vice Principal.

**Internal Liaisons**

Principal  
Vice Principal(s)  
Heads of Campus  
Heads of Senior School  
Head of Middle School  
Head of Learning and Teaching  
Head of Academic Operations, Strategy (ELC to Year 12)  
Assistant Head of Academic Operations (Corio)  
Assistant Heads of Faculty  
Heads of House  
Teaching and related support staff  
Relevant administrative staff  
Students

**External liaisons**

Parents and guardians

**KEY SELECTION CRITERIA:**

The additional Key Selection Criteria include:

1. An experienced teacher with a sound understanding of the curriculum and academic needs of students, including those associated with a boarding environment
2. Previous experience working in a management or coordination position with responsibility for the management of other staff
3. Proven capacity for strategic planning and well-developed analytical and research skills
4. Proven capacity to lead change
5. Excellent digital skills and a proven ability to design and deliver curriculum in both digital and face to face environments
6. Excellent interpersonal and communication skills, including the ability to advise and liaise across all levels of an organisation and with parents and guardians
7. Proven organisational and facilitation skills and an ability to coordinate staff and the day to day activities of the Faculty and department(s)
8. Well-developed people management and supervisory skills
9. A demonstrated interest in the development of curriculum, assessment practices and the academic programme
10. Well-developed report writing skills
11. Sound administrative and financial management skills.

**QUALIFICATIONS:****Mandatory**

- Registration as a Teacher with the Victorian Institute of Teaching
- Experience 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

**Desirable**

- Post graduate qualifications in Education.

- Professional development involving people management skills.
- Previous experience managing the International Baccalaureate (IB) Diploma program for applicable subject.

**TENURE:**

Ongoing Teacher role and 5-year fixed term Position of Responsibility contract. Alternative grandfathered conditions and tenure arrangements may exist for current Geelong Grammar School Teachers.

**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 SAFETY**

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