



POSITION DESCRIPTION

POSITION:	Teacher Librarian or Librarian
DEPARTMENT:	Information Services and Support
CAMPUS:	Timbertop
REPORTS TO:	Head of Campus Timbertop
DIRECT REPORTS:	Not Applicable
APPROVAL:	November 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:

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. Students spend the entire year at Timbertop taking part in hiking, recreational and community service activities while completing the Year 9 academic program.

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.

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.

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.

ABOUT THE INFORMATION SERVICES AND SUPPORT TEAM

The Information Services and Support team provides a broad range of information services to all campuses of GGS including GGS Service Desk, Systems, Business Process Improvement, System Administration, and Library Services.

POSITION OBJECTIVE

The purpose of this position is to provide library services to the Timbertop Campus library. The Teacher Librarian performs a key role as both a Teacher and an Information Specialist collaborating with teachers to support the curriculum and ensuring the service and resources permeate the campus. The Teacher Librarian promotes all aspects of the Library to the School community and evaluates the creation of an environment of continuous improvement to align with the GGS Libraries Strategy. This role suits a highly motivated Teacher Librarian with a strong work ethic and a demonstrated understanding of new century libraries, physical and digital resourcing and the principles of effective library services in schools.

There is the opportunity for flexibility for working hours. The academic week at Timbertop is Friday-Tuesday so it would be expected that the working hours fall within this timeframe. Days and times can be negotiated with the Head of Campus.

KEY RESPONSIBILITIES

The GGS Timbertop Teacher Librarian is responsible for a range of tasks, including:

- Working collaboratively with the GGS library team to provide exceptional service to students and staff
- Engage and challenge learners within a supportive, information rich learning environment
- Ensure that the library resources, facilities, programmes and services support and enriches an inquiry based approach to learning and teaching and adheres to the policies, standards, benchmarks and curriculum at GGS
- Assist individual learners to develop independence
- Promote reading and information services to the School and wider Timbertop community
- Collaborate and team teach with staff to plan and implement information literacy and literature programmes that result in positive student learning outcomes
- Collaboratively design programs to enable students to continually develop appropriate research skills
- Collect and analyse data to inform the development of the collection, programmes and services within budget
- Liaise with Head of Library Services and Library staff at all GGS campuses to ensure efficient procedures and systems
- Develop information systems and services responsive to student and teacher needs
- Provide a stimulating, helpful environment which is a focal point and showcase for students' learning achievements
- Interpret information systems and technologies for students and teachers in the context of curriculum programs where students do not access the internet and use digital devices
- Facilitate student access to electronic resources within the Timbertop context
- To demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Head of Campus | Timbertop
- Head of Library Services - Corio Campus
- GGS Library Team at all campuses
- Teaching staff – Timbertop
- Operational staff -Timbertop
- Students

External liaisons

- Parents and Guardians

- Visitors to Timbertop

KEY SELECTION CRITERIA

- Demonstrated ability to deliver relevant, engaging programmes to cater for the social, cultural and developmental backgrounds of learners including the development of digital and physical resources reflecting a knowledge of the curriculum
- Demonstrate a sound understanding of the learning needs of students
- Excellent customer service skills
- Excellent organisation, interpersonal and communication skills
- Demonstrated initiative, creativity, judgement and problem solving when dealing with a wide range of complex tasks and problems
- Ability to work effectively in complex and dynamic environment with competing demands
- Demonstrated ability to work effectively as part of a distributed team and work individually
- Ability to create an information-rich learning environment which support the needs of the campus community and to engage and challenge individual students to meet their learning needs

Desirable:

- Experience in a school library, public library or similar institution is desirable.

QUALIFICATIONS:

- An appropriate Education Degree and/or relevant Teacher Librarian qualification
- If employed as a Teacher you will need a 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

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

- Work on public holidays within term time may be required.
- Weekend work is required.