



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Educational Psychologist
DEPARTMENT/CAMPUS:	Inclusive Learning Department Corio Campus
DATE PREPARED:	November 2025
STATUS:	Part-time (0.40 FTE) ongoing appointment
REPORTS TO:	Head of Inclusive Learning (Secondary)

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

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 the Victorian 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 OVERVIEW

The Educational Psychologist at Geelong Grammar School is responsible for the administration, interpretation and communication of cognitive, behavioural and educational assessments of students to ensure appropriate learning supports and programmes can be provided.

The Educational Psychologist work with teachers, special educators, other psychologists, school leaders and parents to build the capacity of each to support students learning and well-being outcomes.

Key Responsibilities

1. Conduct assessments as required.
2. Ensure accurate and ethical maintenance and storage of records.
3. Plan evidence-based interventions in collaboration with other staff, relevant professional, students and parents.
4. Provide support to the VCE, IB, and NAPLAN coordinators in preparing applications for special consideration.
5. Provide professional learning and information to build capacity of the School and families to improve students' learning and developmental outcomes.
6. Ensure ongoing professional development and continuous improvement.
7. Liaise with other multidisciplinary staff (Speech Therapists, OTs, Clinical Psychologists, Psychiatrists and Geelong Grammar School staff) to facilitate and coordinate educational programmes.
8. Implement and review processes for referral, assessment, communication and monitoring of targets.
1. Work with the Head of Inclusive Learning (Secondary) to ensure all NCCD requirements are being met.

ORGANISATIONAL RELATIONSHIPS:

Educational Psychologists report to the Head of Inclusive Learning (Secondary) and work closely with a number of key contacts internal and external to the School:

Internal Liaisons

Students
Leadership Team
Inclusive Learning team
Administrative and support staff
Teaching staff
Senior Medical Officer

External liaisons

Parents and families
Relevant Government Departments and agencies
Private practitioners

KEY SELECTION CRITERIA:

- Well-developed verbal and interpersonal skills, with demonstrated capacity to build rapport and communicate with students, staff and external agencies in an effective and timely manner.
- Experience in an educational or clinical setting working with children and adolescents.
- Experience in providing evidence-based interventions with an emphasis on academic support and enrichment.
- Experience in administering and interpreting cognitive, behavioural and educational assessments.
- Ability to develop student learning plans to be utilised by classroom teachers.
- Ability to plan, organise and run appropriate professional development for staff and students.
- Demonstrated capacity to support staff to manage student wellbeing and engagement issues in the presence of mental health difficulties and wellbeing issues.
- Ability to use problem solving skills to identify problems and establish an appropriate solution.

- Ability to develop and foster collaborative working arrangements and strategic alliance with relevant service organisations.
- Possess knowledge of current psychology practices relevant to young people (in education and mental health) and ability to articulate theoretical bases for practice.
- Ability to work collaboratively 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 & Skills

- Relevant tertiary qualifications.
- Current Driver Licence.
- Must have a Working with Children Check (Employment) and National Police Check
- Must be currently registered as a Psychologist (General or Endorsed)

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 new members of staff are required to attend a Discovering Positive Education training course. Courses are held in January and July each year. Staff also participate in ongoing Positive Education workshops throughout the year.

OUR COMMITMENT TO STUDENT SAFETY:

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

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.