



POSITION DESCRIPTION

POSITION:	School Psychologist / Counsellor
DEPARTMENT:	Counselling Department
CAMPUS:	Corio
DATE PREPARED:	December 2025
REPORTS TO:	Head of Student Psychological Services
DIRECT REPORTS:	-
EMPLOYMENT STATUS:	Part-time, 2 days per week (school term weeks only) Tuesdays plus Monday/Wednesday/Friday.
TENURE:	Ongoing role

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 recently opened (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.

As a psychologist at the Corio campus you will work alongside other psychologists and health staff in the Kennedy Health Centre to provide a counselling service to students in Year 5-12.

POSITION OBJECTIVE

The main purpose of this position is to provide psychological support services to students at Geelong Grammar School, Corio Campus.

KEY RESPONSIBILITIES

The School Psychologist is responsible for the following tasks:

1. Provide counselling to students as required.
2. Liaise and collaborate with other multidisciplinary staff (including G.P.'s, nurses and Geelong Grammar School staff), to facilitate and coordinate student access to treatment and positive outcomes.
3. Maintain adequate professional records of clinical practice.
4. Actively participate in meetings focusing on student management and case consultation.
5. Maintain appropriate confidentiality with students and advocate on their behalf when required.
6. Ensure ongoing professional development and continuous improvement.
7. Prepare reports or share information as appropriate in reference to student mental health and the impact issues may have on student academic and life circumstances.
8. Demonstrate a high regard for students and their family in the context of the overall Geelong Grammar School community.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Students
School Psychologists / Counsellors
Nurse Manager
Directors of Students
Heads of House
Nursing and support staff
Leadership Team
Administrative and support staff
Inclusive Learning team
Senior Medical Officer
Teaching staff

External liaisons

Parents/carers and families
Relevant Government Departments and agencies
Professional network
Medical and mental health providers

KEY SELECTION CRITERIA:

- Specialist knowledge of youth mental health as well as the ability to seek the best possible outcome for the student.

- Possess advanced counselling skills and experience with a demonstrated commitment to ongoing professional development.
- Possess knowledge of current psychological/counselling practices relevant to young people and ability to articulate theoretical bases for practice.
- Be able to demonstrate, from experience, an understanding and knowledge of the needs of young people in the Geelong Grammar School environment.
- Ability to be a team player within Geelong Grammar School and the larger educational community and work effectively with other professionals and organisations.
- Ability to develop and foster collaborative working arrangements and strategic alliance with relevant service organisations.
- Effective planning, problem solving, organisational 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 AND SKILLS:

1. Advanced counselling skills.
2. Knowledge of adolescent mental health and interventions.
3. Relevant tertiary qualifications.
4. Current Driver License.
5. Must have a Working with Children Check (Employment).
6. Registration as a psychologist with AHPRA or registration with a professional counselling body such as ACA.
7. COVID vaccinated as per Victorian school staff requirements

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. Staff also participate in ongoing Positive Education workshops throughout the year.

OUR COMMITMENT TO CHILD SAFETY

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

WORKING WITH CHILDREN CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment.