



## POSITION DESCRIPTION

POSITION:	Outside School Hours Care Assistant
DEPARTMENT:	Junior School
CAMPUS:	Cross Campus
REPORTS TO:	Head of Junior School
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Part time - Maximum term
CLASSIFICATION:	GGs Operations Salary Scale A3
APPROVAL:	January 2026

### 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 provide high quality supervision, programmes and activities for Early Learning and Primary School children at Bostock House and to support the educational programmes and activities of the campus.

## **KEY RESPONSIBILITIES**

The Outside School Care Assistant is responsible for the following tasks:

- Providing a nurturing, interesting and stimulating environment within the Outside Care Programme which caters for the needs of all children and respects their individuality and, where necessary, their different cultural and social backgrounds.
- To be aware of the educational programmes at Bostock House to ensure children are provided with experiences that reflect the aims and philosophy of the campus.
- To consult with Head of Campus and Teaching staff about any relevant welfare issues or specific individual needs and potential of the children in the Outside School Care Programme.
- To establish a relationship that is trusting, caring, respectful and genuine with each child as an individual, reinforcing a feeling of self-esteem, ability and confidence.
- Attend to the health and safety of the children in the Outside Care Programme to always ensure proactive supervision of children.
- Set up and pack away equipment and report any maintenance. Requirements for storage cupboards and bathrooms and other equipment and campus infrastructure.
- To always provide a consistent and effective role model for children.
- To ensure all legally required documents (attendance register, incident forms, medication register, extended hours care register, collection authorisation etc.) are accurate, complete and are maintained daily.
- To adhere to the School guidelines regarding sun smart, behaviour guidance, early intervention and protective behaviours.
- Refer parents enquiring about the health, educational well-being and family issues of children to the Head of Campus, the ELC Director or Classroom Teachers where relevant.
- To develop harmonious working relationships with all staff and families within the campus.
- To be aware of the Children's Services Regulations as outlined by the Department of Education and Early Childhood Development.
- To attend team and School meetings and relevant information nights and events where necessary.
- Maintain student, staff and parent confidentiality.
- To take an active role in the general life of the School and support and evaluate the policies, aims and objectives.
- Have an ongoing commitment to and participation in professional development activities that generate an awareness of current trends and developments in education and that enhance children's learning.

## **ORGANISATIONAL RELATIONSHIPS:**

### **Internal Liaisons**

- Leadership Team
- Teaching staff – Bostock House and Corio campus
- Operational staff – Bostock House and Corio campus
- Students

### **External liaisons**

- Parents and Guardians
- Visitors to Corio campus and Bostock House

## **KEY SELECTION CRITERIA:**

- Previous experience working as a Classroom Assistant and/or ELC Co-Educator (Outside School Care Hours would be an advantage).
- Well-developed interpersonal and communication skills and a capacity to develop effective relationships with children, staff and parents/guardians.
- Proven ability to care for children and to treat all children with respect and to actively support their development by creating a nurturing, interesting and stimulating environment.
- Knowledge of practice and theory associated early childhood development
- Proven capacity to work in a team environment.
- Sound organisational and time management skills.
- A desire to engage in regular Professional Development.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Appropriate relevant qualifications in Childcare (Essential – Certificate III of Early Childhood) or working towards.
- It is a condition of employment that Assistants 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 (2016). 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](mailto: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**

- The incumbent will likely to be required to work public holidays which fall during Term time, where the school is operational.
- The Attendance at School events, such as family day, is encouraged.