



## POSITION DESCRIPTION

POSITION:	Teacher
DEPARTMENT:	Teaching
CAMPUS:	Timbertop
REPORTS TO:	Head of Campus   Timbertop
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full time - Ongoing
APPROVAL:	February 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 encourage and provide opportunity for all Year 9 students at Timbertop to reach their potential

- To create the necessary academic support structure for students that cater for their individual learning needs
- To work in partnership with all Campus staff members to create a work environment that is conducive to academic success
- To develop and maintain effective working relationships with the Director of Learning and integration of academic programs between Year 8 and Year 10 at the Corio Campus.

### **KEY RESPONSIBILITIES**

The Teacher is responsible for the following tasks:

- To assist the Campus Head of Learning and Teaching and the Coordinators of subject areas to review and develop the academic curriculum to make creative use of the unique campus location.
- To teach Year 9 in the specified subject area(s) as requested, including compilation of test papers, exams, assignments, projects and investigations.
- To provide timely and constructive feedback designed to support student learning and engagement and inform parents through continuous reporting.
- To attend and participate in subject meetings at the commencement of each term and throughout the term to develop curriculum plans and topic details.
- Utilize documentation of topic objectives, unit outlines and work requirements with weightings and to maintain appropriate mark data repository and breakdown by assessment type for each subject area.
- To assist in the delivery and application of the School's Positive Education programme
- To engage in professional learning in order to maintain effective practice which is substantiated and inclusive.
- To support and guide students according to their individual learning pathways.
- To work in partnership with other teaching and support staff to ensure all students reach their potential.
- An ability to participate fully in the School's outdoor, academic, running, co-curricular, boarding and wellbeing programmes.

### **ORGANISATIONAL RELATIONSHIPS:**

#### **Internal Liaisons**

- Timbertop Leadership Team
- Teaching staff – Timbertop
- Operational staff – Timbertop
- Outdoor Education staff
- Students
- Assistants (Gap and Language)

#### **External liaisons**

- Parents and Guardians
- Visitors to Timbertop campus

### **KEY SELECTION CRITERIA:**

- Experience in and/or capacity to work in a remote and isolated community and educational setting (including Boarding Schools).
- Experience and demonstrated skills in teaching within a "specific subject area" to secondary students (Year 9), including contemporary knowledge of curriculum, learning resources, teaching methods and assessment.
- Highly developed inter-personal skills and proven capacity to work with other teaching and support staff and adolescents in an educational setting.
- Well-developed written and oral communication skills.
- Excellent organisation, teamwork and coordination skills.

- Willingness and ability to participate fully in the School's outdoor, academic, running, co-curricular, spiritual and pastoral programmes.

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

- 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.

#### **Desirable**

- Current driver's licence (a bus licence is highly desirable)
- Experience in driving a four-wheel drive vehicle in remote off-road conditions and/or attended a four-wheel driving course (note training is available and mandatory for all staff involved in transporting students).

#### **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 [GGG 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 and Staff Conference, is encouraged.