



POSITION DESCRIPTION

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| POSITION: | Inclusive Learning Facilitator Primary |
| DEPARTMENT: | Learning and Teaching |
| CAMPUS: | Junior School Corio Campus |
| REPORTS TO: | Head of Inclusive Learning - Primary |
| DIRECT REPORTS: | Not Applicable |
| EMPLOYMENT STATUS: | Part time - Maximum term |
| CLASSIFICATION: | GGs Operations Salary Scale A3 |
| 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:

Junior School (approximately 120 students). Currently situated in Newtown as Bostock House, Junior School will be transitioning to Corio Term 2, 2026. This campus caters for day students from Early Learning to Year 4. After Year 4, students from the Junior School proceed to Corio Middle School. Junior School has approximately 25 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

The Inclusive Learning Facilitator is responsible for providing support to teachers and students to maximise learning opportunities for students with diverse needs. The position requires collaboration with Classroom Teachers including specialist teachers to support students to achieve their potential. The Inclusive Learning Facilitator must be able to work cohesively within the classroom environment to support the teaching programme and those students requiring extra assistance. The main focus is on the following areas:

- Assist and support Classroom and Specialist Teachers to implement the teaching programme and cater for those requiring additional assistance
- Assist and support identified students to achieve their learning goals and objectives in the classroom and outdoor environment, including working with individual students who may require significant support

KEY RESPONSIBILITIES

The Inclusive Learning Facilitator is responsible for the following tasks:

- To assist Classroom and Specialist Teachers to ensure students' needs are addressed through the teaching and learning programme
- To assist in implementing the Individual Learning Plans of students requiring individualised support
- To work with individual students to support development in all curriculum areas and in self regulation
- To work with small groups of students to support development in all curriculum areas
- To maintain positive and supportive interactions with all teachers, parents and relevant consultants
- To work as a cooperative member of the team ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled
- To adhere to School teaching and OH&S regulations and policies
- To attend team and School meetings where necessary
- To strictly maintain the confidentiality of students, parents and staff
- To contribute to the co-curricular programme of the School as required
- To attend Parent Support Group meetings as required.
- To reflect and uphold the values of the School at all times and take an active role in the general life of the School
- To contribute to the ongoing constructive evaluation of the School programme, policies and activities where required.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Head of Junior School
- Head of Inclusive Learning
- Teaching staff
- Operational staff
- Students
- School Psychologists

External liaisons

- Parents and Guardians
- Visitors to campus
- Student welfare professionals
- Psychologists
- Educational and medical specialists

- Speech and language pathologists
- Professional Associations
- Occupational Therapists

KEY SELECTION CRITERIA:

- A passion and ability to cater to the individual learning needs of students, particularly those with specific learning and behavioral difficulties
- Experience supporting students' learning and behavior in the primary years
- Excellent interpersonal and communication skills, including an ability to develop rapport with students, parents and guardians
- Well-developed organisational and conceptual skills
- Capacity to work effectively within a team and to actively support team members
- A variety of education experiences working with students across a range of learning, social and behavioral issues
- A commitment to professional development and a willingness to participate in Geelong Grammar community activities and cocurricular programmes

QUALIFICATIONS AND EXPERIENCE:

- Qualifications (Certificate III in Education Support) and/or experience as a School Integration Aide
- It is a condition of employment that staff 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 Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School are provided by the Head of Campus.

Desirable

- Previous experience of the International Baccalaureate Primary Years Programme and or the Reggio Emilia approach to education
- Knowledge and understanding of the MiniLit and MacqLit programs, supporting the continuous improvement of reading strategies.

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

- The Attendance at School events, such as family day and Staff Conference, is encouraged.

