



Position of Responsibility Position Description

Position: Head of Learning – Garnsey

Appointed by: The Principal

Responsible to: Deputy Principal

Location: Garnsey Campus

Duration: 3-year tenure in 2026

Other: This position attracts a monetary allowance of 4% of Level 9 on the School's Teaching Staff Salary Scale and a 0.8FTE plus 4ppc time allowance

This position of responsibility is in addition to the normal day to day teaching tasks (as detailed in Teacher position descriptions) and therefore has a monetary allowance and time release appropriate to the role, along with an expectation of reasonable additional hours that may occur outside of regular work hours. The tenure is 3 years. Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider School Community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Gippsland Grammar.

This Position Description is a guide and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.

Position Overview

The Head of Learning (Garnsey) provides support and expert advice in the ongoing development, evaluation and enhancement of the curriculum and learning and teaching programs at the Garnsey campus. The role requires expert knowledge and experience of developing the written, taught and learned curriculum.

A major focus of the role is the ongoing alignment of best practice teaching and learning at our Garnsey campus as guided by the Deputy Principal. The successful candidate will be actively involved in curriculum strategic planning, supporting teachers' planning, modelling teaching methods and developing assessment and reporting requirements

Requirements, Duties and Responsibilities:

1. Educational Leadership/management

- **Lead** the best practice for teaching and learning in the School in consultation with the Head of Campus and Deputy Principal



- **Work with** Head of Campus – Garnsey and Deputy Principal to ensure that the curriculum and academic program meets the literacy and numeracy needs of the students.
- **Work with** the Head of Campus – Garnsey, Bairnsdale and St Annes, and Deputy Principal to oversee and co-ordinate the development of the scope and sequence within the curriculum.
- **Lead** Mentoring and guiding Teachers to ensure a differentiated curriculum for all students and provide support and expert advice to all Teachers at planning meetings.
- **Lead** the Co-ordination and assessment and reporting methods to assist Teachers to keep accurate, evidence-based, relevant and moderated records of student progress.
- **Work with** the Head of Campus Garnsey and Heads of Department, to induct and support new members of the Junior School teaching staff, especially regarding becoming familiar with our curriculum documents.
- **Lead** teachers to ensure they maintain appropriate documentation, including the use of curriculum mapping software and learning managements systems (VOS)
- **Oversee** and ensure that staff keep up to date with relevant research and resources for Gippsland Grammar.
- **Foster** strategic relationships for exploration and development of new directions for learning, including new community, tertiary and industry partnerships.

2. Organisational leadership

- **Work with** the Head of Campus – Garnsey in the provision of information to parents about the academic program through parent workshops, information sessions and written material
- Facilitate a positive and dynamic working environment for each direct report (listed below) by developing a team approach to ensuring open communication, transparent and effective decision making and collaborative work practices, ensuring both delegation and empowerment occur so that staff have autonomy and experience personal growth:
- Heads of Department
- VCE/VET Co-ordinator
- Work with Deputy Principal and HR manager with the recruitment processes, induction and review processes for staff as required.
- Co-ordinate the practice-exam process at the Senior Campus.
- Provide reports and learning data analysis as required.
- Present at Information Evenings and designated School events as directed by the Deputy Principal.
- **Lead and model** continuous improvement for our staff and students

3 Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.



- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

4. Professional Responsibilities

- Actively seek pedagogical knowledge through own professional reading, research and collegial partnerships.
- Genuine interest in working with young people and learning about their education and development.
- Work collaboratively as a member of the Teaching and Learning team to ensure best possible outcomes for all students
- Actively engage in professional development activities and contribute to improved teaching methods, pastoral skills and knowledge.



- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.
- Other duties, as requested by the principal.

5 Pastoral

- This position includes duties associated with a teaching role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

6 Co-curricular

- Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

7 OTHER Job specific responsibilities

Monitor the health and wellbeing of students and report any concerns to the Heads of Campus

Key Selection Criteria

Qualifications

- Current and valid registration with the Victorian Institute of Teaching (VIT).
- Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).- optional
- Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).- optional

Essential Criteria

- Valid Australian Driver's licence (being at least a probationary licence)
- Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- A postgraduate degree in education is preferred.
- Deep knowledge of contemporary curriculum issues and trends in Australian Curriculum.
- Track record of achievement as a highly accomplished school educator and leading curriculum teams.
- Ability to work in an independent and team setting.
- Excellent oral and written communication



- Professional memberships in the education sector.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position