



SUCCESS PROFILE – Outside School Care Assistant

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Outside School Care Assistant
DIVISION:		Learning, Teaching and Academic Innovation
CAMPUS:		Toorak
REPORTS TO MANAGER:		Director of the Early Learning Centre
STAKEHOLDER / DOTTED LINE MANAGER:		Not applicable
DIRECT REPORTS:		Not Applicable
EMPLOYMENT STATUS:	Tenure	Casual
	Hours	Casual as needed
	Working Weeks	Casual Usually during term time
CLASSIFICATION:		Operational Salary Scale General A3
SUCCESS PROFILE EFFECTIVE DATE:		1 October 2026

THE ROLE

General Description and Role Purpose

The Outside School Care Assistant is responsible for 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.

Key Responsibilities/Accountabilities

- To be aware of the educational programmes at the Toorak campus 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 ensure proactive supervision of children at all times.
- Set up and pack away equipment and report any maintenance. Requirements for storage cupboards and bathrooms and other equipment and campus infrastructure.
- To provide a consistent and effective role model for children at all times.



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- 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.

Out of hours contact/ other inherent role requirements

- The incumbent may be required to work public holidays and/or weekends which fall during Term time, where the School is operational.
- The attendance at School events, such as family day, is encouraged.
- Working physically on campus (onsite) is an inherent requirement of the role.

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 10 kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☒	☐	☐	☐
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☐	☐	☒
Work at Heights	Using ladders, scaffolding or other objects	☒	☐	☐	☐
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☒	☐	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (e.g. Rivers or rainy weather)	☐	☐	☐	☒
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☐	☐	☒
Travel	Off-site travel	☐	☐	☐	☒
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable



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Noise Exposure	Working in moderate noisy environments	☐	☐	☒	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☒	☐	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☒	☐	☐	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☐	☐	☒
Outdoor work	Work in hot, cold, wet conditions	☐	☒	☐	☐
Working alone	Work alone or in isolation	☐	☒	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☐	☐	☒
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☐	☒	☐
Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☒	☐	☐	☐
Decision-Making	Exercising judgment within delegated authority	☐	☒	☐	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Knowledge / Skills:

- Knowledge of current teaching practice and theory in particular the Primary Years Programme, The Early Years Learning Framework for Australia and the Principles of Reggio Emilia is an advantage.
- Proven ability to work within a team.
- The ability to create a vibrant and exciting learning environment.
- Excellent communication with teaching colleagues.
- High-quality curriculum work with teaching colleagues.
- Demonstrate an ability to care for children and to cater for the individual needs and develop the potential of each child.
- Must have the ability to provide a nurturing, interesting and stimulating learning environment which caters for the needs of all children within the ELC.

Qualifications:

- An ACECQA approved Diploma or Bachelor qualification, specialising in Early Childhood Education
- Current Victorian Working With Children Check - Employment (WWC) and a current National Police Check or current VIT Registration (which includes a National Police Check).



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- It is a condition of employment that Early Childhood Co-Educators 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 (2020). 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.
- Certificate of completion of the National Child Safety Training

Experience | *What you HAVE DONE*

- Experience working with young children in an Early Learning Centre, childcare, school, or similar setting.
- Experience working collaboratively as part of a team and maintaining positive relationships with colleagues, children and families.
- Experience maintaining records and following procedures in accordance with organizational, regulatory and legislative requirements.

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's [Light Blueprint](#), individual performance and development plan, employment contract or relevant agreement etc.
- At Geelong Grammar School employees are committed to actualising the [Light Blueprint](#).
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected. SP's will be reviewed and updated from time to time. SPs fulfil the role of a Position Description.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.



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- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.
- 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.

Reviewed by:	Head of Campus Toorak	Date:	15 September 2026
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Approved by:	Employee Engagement	Date:	15 September 2026
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