



Position of Responsibility

Head of Mathematics (Middle School)



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Head of Mathematics (Middle School)
Reports to	Head of Teaching & Learning (Middle School)
Allowance	To be discussed at interview
Periods per week	To be discussed at interview
Tenure	5 years
Last updated	June 2026

Role

An exciting opportunity is available to lead the Middle School Mathematics program at Australia's largest school.

The Head of Mathematics (Middle School) is responsible for the development of curriculum from Years 5-8 across all Haileybury's Melbourne operations, including Haileybury Pangea. The role requires ensuring a high standard of consistency across all Melbourne campuses, while maintaining a rigorous, future-focused program that promotes excellence in mathematical understanding and application.

The Head of Mathematics will work closely with their Deputy Heads of Department, alongside the Head of Teaching & Learning (Middle School), Junior and Senior School Heads of Mathematics, Heads of Middle School and Heads of Campus to ensure continuity, progression and clearly defined pathways in Mathematics from Prep through to VCE.

Haileybury seeks an outstanding educational leader who is passionate about Mathematics education, evidence-based pedagogy and achieving high levels of academic growth for all students.

Responsibilities

- The development of a curriculum that:
 - is compliant with the Australian Curriculum
 - reflects current educational thinking with a clear focus on explicit instruction and a knowledge rich curriculum
 - incorporates the use of learning technologies to enhance learning
 - meets the needs of all students and encourages the individual academic growth of every student so that they maximise their academic outcomes
 - employs research supported innovation
 - where appropriate, focusses on developing problem solving and higher order thinking skills
 - provides all students with scaffolded pathways into Senior School programs
- Ensures that the teaching is of the highest quality by:
 - leading the implementation of whole-school improvement strategies related to curriculum planning and delivery



- attracting outstanding teachers to the department
 - developing teachers through modelling, coaching and preparing, managing
 - leading a professional development program that meets the needs of the teachers and complies with the expectations of the school
 - critically reviewing research on best practice
 - rigorously promoting, supporting and sharing best practice
 - implementing teaching strategies that are known to improve student outcomes
 - providing quality feedback to staff that encourages growth
 - identifying performance management issues in staff and take responsibility to resolve the concerns in the first instance
 - working with Heads of Campus to induct excellent teachers into the department
- Ensures that the faculty teaching team:
 - works collaboratively to achieve the best outcomes for our students
 - shares in the development of resources and assessment tools including assignments, tests and examinations
 - moderate assessments to ensure equity across the campuses
 - uses data to inform practice
 - analyses student achievement and formative feedback to develop strategies to maximise learning and pedagogical practice
- Administration tasks including:
 - management of purchase orders and oversight of department budgets
 - detailed documentation of curriculum programs including providing resources for the department
 - align curriculum, standards, instruction and assessment to ensure appropriate coherence and sequencing
 - preparation of resource lists annually
 - oversight of data entry and reporting schedules
 - allocation of students to appropriate pathways where appropriate
 - excursion and incursion documentation via Consent2Go
 - providing a yearly analysis of data (including NAPLAN and ACER) and summary of recommendations to the Head of Teaching & Learning (Middle School) and School executive
 - liaising with School Digital Learning Leaders to prepare and maintain Canvas courses
 - building the capacity of and supporting the Deputy Heads of Mathematics (Years 5 & 6 and 7 & 8)

The Head of Campus is responsible to the Principal for all aspects of the conduct of that Campus. However, the area of responsibility of Head of Department clearly extends into the Campuses. In addition to the above, Heads of Department are responsible for:

- maintaining contact with and visiting Campuses. With the Head of Campus' knowledge, they should feel free to visit and work with teachers in their department
- drawing the attention of the Head of Teaching & Learning to any weakness in the teaching program within their department



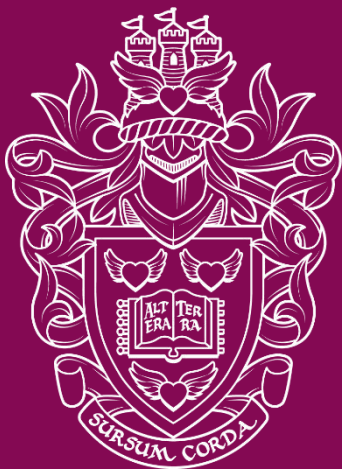
Selection Criteria (if applicable)

- An outstanding classroom practitioner who can lead by example and model exceptional practice
- Demonstrated ability to lead high performing teams and to manage staff
- A passion for research and evidence about how students learn, curriculum development and pedagogical innovation
- Have up-to-date knowledge of broader educational developments and best practice
- Excellent interpersonal, communication and organisational skills
- Demonstrated ability to lead, motivate, coach, coordinate, delegate and empower others to achieve outcomes
- Always maintains professional relationships, acting with authenticity and integrity
- A demonstrated knowledge of, and flair with, the use of technology in education and an awareness of emerging technologies
- Demonstrated ability to employ blended approaches to learning
- Capability to maintain and develop online content; learning activities, formative and summative assessment
- Be an active contributor in the teaching community, presenting at conferences and sharing on-line

Further information

Further information about this position is available from peopleandculture@haileybury.com.au.

This position description was prepared by: Mark Doyle on Tuesday, 19 June 2026



Position Description

Classroom Teacher

HAILEYBURY

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Position details

Position title	Classroom Teacher
Reports to	Head of Campus
Salary range	\$91,442 - \$141,006 + 12% superannuation

Responsibilities

The primary responsibility of the Classroom Teacher is to deliver and promote learning within the School community.

Teachers should ensure that:

- Their delivery of the curriculum to their students ensures best practice in pedagogy, using our Haileybury Explicit Instruction model of teaching
- They keep up-to-date with modern teaching practices within their teaching area
- They either have knowledge of, or be prepared to learn, the Explicit Instruction model (for Junior School roles) and/or other pedagogical frameworks as appropriate
- They prioritise building positive relationships with students, staff and members of the School community
- They use a variety of assessment tasks for students to experience success and accurately assess levels of student achievement
- They collaborate with staff in their department to develop blended teaching resources, assessments and learning opportunities for the students
- They engage in best practice with their colleagues on campus and cross campus
- They utilise digital learning and the LMS to support their classroom practice
- They attend relevant professional development sessions within their subject

Co-curricular responsibilities

- Teachers are expected to participate in co-curricular activities including sport, the Arts and/or outdoor activities

Administrative responsibilities

- Maintain records of classroom attendance
- Administer student assessment (formative and summative), provide feedback and write reports in accordance with School policy
- Attend meetings as required
- Perform supervisory duties as required
- Attend parent/teacher interviews as required



Key selection criteria

Required

- An ability to respond to the differing learning needs and strengths of all students in coeducational classrooms (Junior School) and single-gender classrooms (Middle and Senior School)
- Ability to form a positive rapport with staff and students and build collaborative relationships
- Outstanding knowledge of the relevant subject material and pedagogy
- Strong skillset with technology
- VIT registration or ability to obtain such registration and current Criminal Record Check
- Strong verbal, written and inter-personal communication skills
- Effective and efficient time-management

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background

Personal qualities

- Highly organised
- Patient and relationship oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team

Academic qualifications

- Recognised teaching qualifications.

Inherent qualities

Cognitive demands

- Ability to work with groups of students and to handle multiple (sometimes competing) demands from them and from colleagues and parents
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient
- Ability to employ a variety of classroom management strategies and perform role whilst managing students' behavioural demands



Physical demands

- Ability to stand for long periods of time, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kg for short distances
- Ability to manage students in a sporting situation, accompany students to sporting venues/events and assist with the delivery and demonstration of skills in training sessions
- Ability to coach in both indoor and outdoor environments
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity
- Ability to demonstrate sporting activities in a variety of environments which may be indoors or outdoors

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate

General information

- Teachers at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required
- The successful candidate will be expected to support the vision and ethos of the School
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible
- Teachers may be required to supervise two seasons (approx. 24 weeks) of Saturday sport or similar co-curricular activities
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury Policies and Procedures as set out in the Staff Manual



Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified in August 2025.