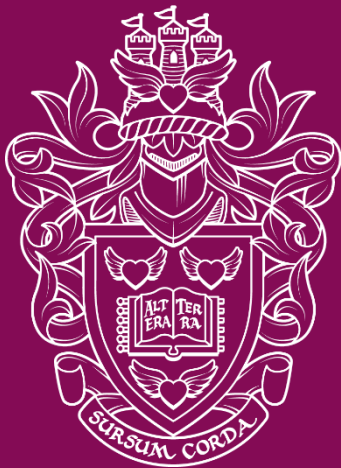




Position Description

Media Learning Specialist



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 about Haileybury at 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 and mission

At Haileybury our vision is to be recognised as a great world school.



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	Media Learning Specialist
Campus location	Various Haileybury Campuses: Berwick, Brighton, City, Keysborough
Reports to	Head of Visual Arts & Media Teachers
Manages others	No
Employment status	Full time, permanent
Commencement date	July 2026
Salary range	\$87,896.66 + 12% superannuation + six additional weeks of term break leave

Responsibilities

The Media Learning Specialist is a member of the Visual Arts Department and is primarily responsible for delivering high quality support, with a key focus on related software, equipment and processes, to Media staff and students, and the Department more broadly.

The Media Learning Specialist requires the capability to:

- Provide classroom photography, film and sound production support and guidance, which typically involves:
 - demonstrating techniques and practices with a range of audio visual, photographic and sound recording equipment
 - consulting with students in the planning of media production projects
 - ongoing support of student media production
 - selecting, designing and configuring for lighting and sound equipment setups
- Provide classroom post production support and guidance, which typically involves:
 - demonstrating techniques and practices with various tools such as:
 - Adobe Premiere Pro, Adobe Photoshop and After Effects
 - InDesign & Adobe Illustrator for print production, and/or other related software applications as relevant to selected media forms explored by students
- Provide media and classroom technology support and maintenance, which typically involves:
 - Ensuring equipment is always available within the Visual Arts Department such as:
 - Classroom technology & sound equipment is serviced, operational. Aiding with and supporting its use where required
 - Preparation and set-up of equipment for planned lessons, as requested
 - Production equipment is maintained, in working order and ready for use
 - Drive resolution of relevant IT support issues in the Department
 - Set-up of computers for events, presentations and exhibitions
 - Ensure print media consumables stock levels are maintained
 - Operating, calibrating and maintaining Department printers
- Provide relevant administration and continuous improvement planning services, which typically involves:
 - Maintaining, tracking and managing Media equipment
 - Managing equipment borrowing systems
 - Identifying, proposing and implementing relevant technologies which enhance the academic program



- Developing and delivering workshops, resources and programs tailored to support planned lessons, and training for staff
- Formatting, organising and uploading course resources to the school LMS, such as past student work, as required
- Curating show reels for subject exhibitions, online galleries, the HYVA screen, and arising school promotional opportunities
- Archiving student work and documentation of Visual Arts Department teaching and learning, Artists In Residence, incursions and other such needs
- Other duties as directed by the Head of Visual Arts or Head of Media
- Liaising with the Media team across the various campuses including traveling between campuses, as required.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

Key selection criteria

Required

- Demonstrated ability to develop a good understanding of the environment, to manage perceptions and meet expectation
- Strong work ethic in high a paced environment. Works independently and is self-directed
- Embedded organisational skills. Forward plans for success in preparation of time sensitive events
- Highly developed interpersonal, communication and presentation skills, both written and oral
- Outstanding problem and project management skills
- Professionally trained and experienced with video editing and multimedia production
- Strong demonstrated skills, knowledge, certification and/or experience in the following technologies:
 - Production: Photography, film & sound equipment (cameras, microphones and lighting etc.)
 - Post Production Tools: Adobe Premier, Photoshop, InDesign, Illustrator and After effects.
 - Microsoft operating system and the Office product range.
 - Print Production: Colour correction and large format printers
 - Graphics tablets
- Knowledge and experience in the following technologies would be advantageous:
 - Printing: 3D modelling and printing
 - Laser cutting
 - Canon Cameras
 - Fusion 360
- Ability to develop processes to enhance efficiency and ease of use for students and staff
- Current, full Victorian driver's license

Desirable

- Experience in educational institutions and professional learning communities



Personal qualities

- Resourceful and positive
- Creative and imaginative, with an open attitude towards change
- Focused, hardworking and approachable
- Self-driven
- Enthusiastic and conscientious

Academic qualifications

Relevant tertiary degree or equivalent experience in similar role.

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- 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 when dealing with staff and students.
- Ability to perform role whilst managing students' behavioral demands.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain
- Ability to stand for long periods of time, to work with a camera on a tripod, 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 sitting, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kgs for short distances

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

- All staff who do not hold VIT registration will need to hold a current Working With Children Clearance and Nationally Coordinated Criminal History Certificate (NCCHC).
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- The successful candidate will be expected to support the vision and ethos of the School.



- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

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 develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

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, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Further information

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

This position description was prepared on 23 June, 2026