

Position Description

# Head of Senior School (Berwick)



## Position details

Position title	Head of Senior School (Berwick)
Campus location	Berwick
Reports to	Deputy Principal, Head of Senior Schools
Allowance	Will be provided at interview
Tenure	Will be provided at interview

## Responsibilities

The Head of Senior School (Berwick) is responsible for:

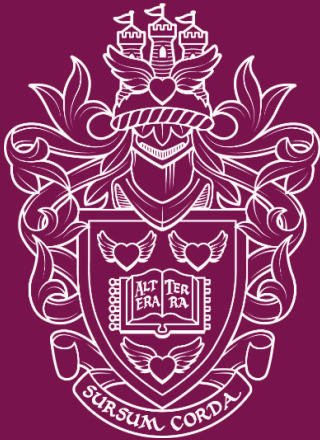
- The day-to-day running of the Senior School at the Berwick campus including management of staff and students
- Building strong connections with the Senior School community including the organising of events
- The development of a strong academic and pastoral culture within Berwick Senior School
- Management of student absence protocols
- Conduct interviews and tours for new students
- Attend Senior School information nights as needed
- Work with the Director of Teaching and Learning (Senior School)
- Raising any matters of concern at Berwick with the Deputy Principal, Head of Senior Schools
- Participating in and contributing to Senior School Executive meetings
- Liaising with Head of Edrington (ELC to 8) together with the Head of Junior & Middle School regarding site activities or concerns
- Maintaining uniform and appearance standards in Berwick Senior School
- Co-ordination of the movement of students from Berwick to Keysborough when needed
- Being a key point of contact with individual parents and passing on matters to be followed up to Heads of House, Head of Year 12, Head of Senior School Culture, Head of Senior School Wellbeing or Deputy Principal, Head of Senior Schools as appropriate
- Overseeing and assisting Berwick Heads of House and Heads of Pre-Senior in matters of discipline and pastoral care
- Liaising with the Head of Year 12, Head of Senior School (Culture & Conduct), Head of Senior School (Wellbeing and Pastoral Care) or Deputy Principal, Head of Senior Schools on significant discipline issues
- Assisting the Deputy Principal, Head of Senior Schools with the assessment of staff performance in Senior School and developing the teaching and learning capacity of the staff at Berwick
- Liaising with the Deputy Principal, Head of Senior Schools and Senior Head of Senior School (Structure and Programs) regarding the academic program offered and staffing at Berwick Senior School.



## Further information

Further information about this position is available from [peopleandculture@haileybury.com.au](mailto:peopleandculture@haileybury.com.au).

*This position description was prepared by: Deputy Principal, Head of Senior Schools, May 2026.*



Position Description

# Classroom Teacher

HAILEYBURY  
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## 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](http://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	Classroom Teacher
Reports to	Head of Campus
Salary range	\$88,137 - \$135,910 + 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 are required to supervise one season of Saturday sport each year, 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 (LGBTIQ+) 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](mailto:peopleandculture@haileybury.com.au)

*This position description was modified in August 2025.*