



Position Description

Head of Middle School (Girls)



Welcome to our School

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 Middle School (Girls)
Reports to	Head of Campus (City)
Tenure	5-year fixed term
Start Date	Term 3, 2026 or by negotiation

Responsibilities

The Head of Middle School (Girls)'s primary responsibility is to lead the staff and students of this part of the school with purpose, passion and a clear commitment to the Magenta Principles.

The Head of Middle School (Girls) is an integral part of the Campus Executive Team. Members of the Executive Team will be expected to lead staff at a campus level and make a strong contribution to future directions and strategy of the campus.

All Head of School positions also include a classroom-based teaching load. Please refer to the Classroom Teacher position description in conjunction with the current position description.

The Head of School responsibilities include:

- Lead a positive and inclusive culture that fosters a strong sense of community, where every student and staff member feels valued, connected, and empowered to achieve their very best
- Lead best practice in teaching, learning and pastoral care in collaboration with the other Heads of School and relevant leaders in Teaching and Learning and Wellbeing teams
- Positively challenge and inspire our students and staff
- Oversee the academic results and progress of the students in your area of school to ensure the pursuit of Education Excellence across all aspects of learning
- Lead, manage and support the staff team, ensuring they are highly professional, motivated, collaborative and effective
- Oversee day-to-day operations of this area of the school and support the organisation of campus events and activities
- Contribute to evidence-based best practice approaches and demonstrate an understanding of contemporary approaches to wellbeing in educational environments
- Advocate for our Culture of Learning and empower staff to expect excellence in our classrooms and beyond
- Build strong connections with the School community by attending staff meetings, parent evenings, social gatherings, weekly briefings and other School events
- Other duties as requested by the Head of Campus

Selection criteria

Required

- Tertiary qualifications relevant to the position
- VIT registration



- Experience in a significant leadership role in an educational setting
- Extensive knowledge of curriculum development, assessment and reporting, pastoral care and operations
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School
- Ability to build a cohesive and effective team
- Ability to initiate and implement ideas to enhance the School
- Ability to manage pastoral issues through effective dialogue and process with staff, students and parents
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Ability to be an effective member of a senior leadership team
- Outstanding ability and experience in classroom teaching
- A strong understanding of teaching and learning theory and practice
- Verbal, written and interpersonal communication skills

Desirable

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

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, together with the school's mission 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, 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 our Staff Students Professional Boundaries Policy available on our website.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au
This position description was last updated April 2026



Position Description

Classroom Teacher

HAILEYBURY

DISCOVER MORE



About Haileybury

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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 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



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This position description was modified in August 2025.