

# Position Description

## Casual Relief Teacher

Multi Campus

2024

### RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none"><li>Head of College Operations</li><li>Daily Organiser</li></ul>
COLLABORATES WITH	<ul style="list-style-type: none"><li>Teachers</li></ul>
KEY WORKING GROUPS	<ul style="list-style-type: none"><li>College Operations Team</li></ul>
POSITION CONDITIONS	<b>This is a casual position and you may be required to work at both our Berwick and Pakenham Campuses.</b>
REFERENCE DOCUMENTATION	<ul style="list-style-type: none"><li><i>Education BluePrint</i></li><li><i>Beaconhills Teaching Standards and Instructional Model</i></li><li><i>Curriculum Framework (VCE, Victorian Curriculum, Understanding By Design)</i></li><li><i>Student Learning Mindset</i></li><li><i>Staff Code of Conduct</i></li><li><i>College Policies and Practices</i></li></ul>

### PRIMARY PURPOSE OF THE POSITION (LEADING STUDENT LEARNING)

The purpose of the Casual Relief Teacher is to support the College's teaching programs by providing a duty of care and normal learning environment in the classroom for students whilst their regular teacher is absent.



## KEY RESPONSIBILITIES FOR THE POSITION

- Facilitate learning consistent with the College's mission, vision and values
- Be responsible for providing a duty of care and normal learning environment in the classroom for students whilst the regular teacher is absent
- Deliver the curriculum material provided by the teacher absent
- To mark the class roll electronically every period via Synergetic
- Maintain the expected standard in learning and behaviour, in and outside of the classroom, through support for and implementation of the College policies and procedures
- Undertake yard duty and other supervision duties as required

## QUALIFICATIONS AND SELECTION CRITERIA

### QUALIFICATIONS

The successful application must hold:

- A current registration with the Victorian Institute of Teaching
- A current Police Certificate (or a willingness to obtain)
- A current First Aid Certificate (or a willingness to obtain)
- Tertiary qualifications in Education

### SELECTION CRITERIA

- Supportive of the values of Christian education.
- Qualified teacher with appropriate tertiary qualifications with other appropriate post-graduate qualifications well regarded.
- Well versed in individual learning styles and preferences.
- Comfortable with and confident in utilising appropriate technologies for learning. Familiarity with an eLearning environment essential.
- Innovative in approach, able to enthuse and generate a passion for learning.
- Preparedness to participate in the pastoral, sporting and co-curricular program.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the principles of equal opportunity and equity in education.

### PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)



## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.