



Penola Catholic College Position Description



Position Title	Casual Relief Teacher
Classification	As per CEMEA 2022
Employment Status	Casual
Reports to	Director of Operations, Daily Organiser and Principal

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Responsibilities and Accountabilities

- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager)

Professional Expectations

- Maintain professional dress (as per attached professional dress guidelines)
- Adhere to all aspects of the VIT Code of Conduct and College policies (including Child Safety policies)
- Ensure all interactions with students and other staff are consistent with the Catholic Ethos of the School
- Return all equipment to the Daily Org office at the end of each day.

Student Supervision

- Arrive punctually to class
- Mark the roll accurately (on MyPenola) at the beginning of each class
- Actively supervise students at all times during class or on yard duty
- Roam around the classroom throughout the lesson to monitor student progress
- If permitting a student to leave class to go to the bathroom, fill in the bathroom pass in the College Planner
- Do not give students permission to leave class for any other reasons
- Do not allow more than one student to leave the classroom to access the bathroom or
- Do not leave students unsupervised for any reason

- If needing to exit a disruptive student, follow the procedure for sending a student to the Restorative Classroom or send a responsible student to the Campus Office with the Red Card.

Lesson Materials

- Refer to MyPenola to confirm the work students have been set
- Prioritize and support students to complete the set work
- Notify the Daily Organiser and relevant subject teacher where insufficient or no work has been provided
- Do not allow students to work on alternative tasks or give student alternative tasks to complete in place of set work
- Actively enforce expectations for students to complete work during the lesson
- Provide support to students to complete work where qualified/able to do so.
- Avoid contradicting the classroom teacher's approach to the subject or instructions or providing advice outside your own teaching experience. In instances where concerns arise about the learning in the classroom, communicate these to the Daily Organiser who will direct the concern to leadership

Classroom Management

- Ensure a productive and safe classroom for students to complete all set work
- Do not allow students to use phones or earbuds in class
- Use the 4Rs to maintain appropriate classroom behaviour:
 - Remind the students of the expectations
 - Redirect the individual student(s) to their set work
 - Relocate the student within the classroom
 - Send the student to the Restorative Classroom (fill in the Restorative Classroom Referral on the relevant campus page on MyPenola)
- Do not get into arguments with students or make any physical contact with students (eg. grabbing students' belongings out of their hands or grabbing their arm to get their attention).
- Maintain an active presence in the classroom to monitor students' screens and interactions.

Emergency Management

- In the case of an emergency, the College PA system will be used to sound emergency tones and provide instructions.
- In the case of a discrete lockdown (eg. an intruder on school grounds), the discrete lockdown message "Sister Mary to the Campus Office" will be announced over the loudspeaker. If this occurs please
 - Lock the classroom door
 - Turn off the lights
 - Instruct students to silently sit on the floor out of sight of windows and doors
 - Await further instructions
 - Check your school email inbox

Yard duty

Casual Relief Teachers are expected to arrive on time for allocated yard duties and to be active supervisors during yard duty.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.