

CASUAL RELIEF TEACHER

POSITION DESCRIPTION



Reporting to: Deputy Principal – Via Daily Organiser

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and Secondary commencing in 2023, so this year has 611 Year 7 to 10 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028. In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2026, the school has 3,228 students and employs 352 staff - 236 teaching and 116 non-teaching. The student enrolment at each campus is at Freier 1,438, Donnybrook 1,202 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff totalling over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Purpose of the Position

The Casual Relief Teacher (CRT) is responsible for creating a positive and disciplined learning environment challenging each student to grow in knowledge and maturity, according to their potential. The main responsibility of a CRT is to deliver the curriculum material provided for the class, and to provide a duty of care to students in the absence of the regular teacher. This main responsibility is to be fulfilled in a manner which is consistent with the mission, values and expectations of Hume Anglican Grammar.

The Casual Relief Teacher will:

- be responsible for providing a duty of care and “as normal” learning environment in the classroom for students whilst their regular teacher is absent;
- deliver the curriculum material provided by the absent teacher;
- take the student roll in every class supervised;
- maintain standards of student care and discipline in and outside of the classroom,
- undertake yard duty and other supervision duties as requested.
- at all times behave in a manner that is professional, demonstrating excellent interpersonal and communication skills
- demonstrate a commitment to achieving best practice in matters relating to student wellbeing and curriculum delivery
- work effectively with all other staff members of the School
- complete other duties as assigned from time to time by the Daily Organiser

Responsibilities and Duties

Essential

- Relevant tertiary qualification
- Current registration with the Victorian Institute of Teachers
- Satisfactory and current National Police History Check and commitment to adhere to the School's Student Protection Policy
- Understanding of, and experience with, education at the appropriate age group; including pastoral care, pedagogy and student learning
- Commitment to the School's Christian ethos in the Anglican tradition

Desirable

- Experience in teaching at a like school
- First Aid Certificate

Personal Qualities

Essential

- A passion for personal growth in young people.
- Pastoral skills and personality which demonstrates a loving concern for the wellbeing of others
- Demonstrated organisational and time management skills.
- Interpersonal skills of a high order, particularly in supporting and motivating young people.
- Personal sense of initiative, energy and enthusiasm.

Key Selection Criteria

1. understanding of concepts, structure and enquiry processes relevant to the subject/area.
2. Practice: ability to operate effectively at all stages of the teaching and learning cycle, including planning for learning and assessment, developing learning programs, teaching, assessing, providing feedback on student learning and reporting to parents.
3. Engagement: demonstrated respect and professionalism in interactions with students, colleagues, parents and the community.