

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION

~ Casual Relief Teacher ~

Title Casual Relief Teacher

Appointed by The Executive Principal

Responsible to The relevant Principal through the Head of School or Deputy Principal

Accountability

The **Casual Relief Teacher** both assists & answers directly to the relevant Head of School, Year Level Coordinator or Deputy Principal.

Main Qualities and Objectives

The Casual Relief Teacher is required to be:

- Able to provide a Godly example to fellow staff and students through their teaching practice, manner, relationships and general lifestyle;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Purposes) and be able to effectively implement such teaching practices;
- Able to adhere to the 'Standards of Professional Practice' as required by the Victorian Institute of Teaching (VIT)

General Responsibilities

The Casual Relief Teacher is required to:

General

- Be responsible for fulfilling the daily responsibilities as directed by the Daily Organiser
- Be responsible for carrying out of daily activities to fulfil the aims and objectives set out by the classroom teacher whom they are replacing.
- Respond to emerging educational needs and priorities that arise throughout the day.

Communication

- Actively initiate and engage in positive communication with students, staff, and parents, where relevant.

School Policies

- Be familiar with the stated policy of the school, exercise control and discipline within the classroom and assist in outdoor discipline, and the enforcement of the Uniform & Appearance Policy.

Neatness & Security

- Maintain the neatness and security of assigned classroom(s).
- Keep classrooms and teacher offices rubbish free and tidy
- Ensure windows, heaters, coolers, lights and electronic equipment are closed, turned off and locked before leaving classroom.

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Specific Areas of Responsibility

The following are the key areas of responsibility for the Casual Relief Teacher.

Demonstrate Positive & Appropriate Christian Lifestyle, Values & Attitudes

- Live a committed Christian Life, able to articulate and set an example for students.
- Avoid any controversial doctrinal issues, and stress positive approach to teachings of Scriptures.
- Uphold Christian truth and principles.
- Communicate Bible truth with vitality and relevance.
- Integrate constructive interpretation of Christian view in relation to any curriculum areas.
- Set an example for students of recognition of responsibility, honesty, and love, and respect for Australia and its relationship in the World.
- Show a respect for constituted authority.

Display Personal Attributes appropriate to the calling of a Christian Teacher

- Dress & groom appropriately according to the school dress code
- Set an example of cleanliness, neatness, and good taste.
- Display a joyful, pleasant appearance and attitude.
- Engage in critical self-reflection of professional practices to improve the quality of teaching and learning.
- Work within the framework of the School Charter, Mission Statement, Policies and the Law.
- Progressively demonstrate improved classroom practice.

Commitments to the professional requirements of the School.

- Daily attendance from 8.45am till 3:20pm
- Carry out any duties as designated by the Daily Organiser

Teaching & Learning Content Requirements

- Knowledge of the relevant Curriculum areas.
- Understanding of the principles of teaching and learning, including characteristics of learners and strategies of classroom management and organisation.

Teaching Practice Requirements

- Use a range of teaching strategies and styles appropriate to year levels and topics taught.
- Carry out learning tasks that provide for individual learning needs and the diversity of students' backgrounds.
- Use effective classroom management strategies that encourage students to take responsibility for their learning.
- Develop relationships with students that encourage positive attitudes to learning.
- Respond effectively to the impact of students' varying physical and intellectual abilities on the learning process.
- Model effective organisation and use of time.
- Establish clear, challenging and achievable expectations for students.
- Report any pastoral care/welfare needs to the relevant classroom teacher.

Assessment & Reporting of Student Learning Requirements

- Record relevant assessment data for the relevant classroom teacher.
- Provide feedback throughout the day to the student on performance in a way that builds confidence, capability and encourages continued effort.

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Students

- Support, encourage and nurture students
- Implement and monitor matters of student discipline and behaviour as outlined in relevant whole-school and sub-school policies and procedures and keep the relevant Head/s of School informed.

Student Safety

The following responsibilities, qualifications, experience and attributes relate specifically to our child safety priority:

Responsibilities

All teaching staff are required to be trained in and familiar with the contents of Chairo's Child Protection and Safety Policy, and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Qualifications, experience and attributes

- Experience in working with children.
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust.
- Ability to support and adhere to the school's values.
- Ability to identify and minimise risks to child safety.
- Ability to adapt curriculum delivery methods.
- Keep up to date with relevant child safety, cultural awareness, and understanding students with disabilities through regular professional reading and training.
- VIT registered.