Monivae
College Hamilton

POSITION DESCRIPTION

POSITION:	Casual Relief Teacher
DEPARTMENT:	Teaching and Learning
DATE PREPARED:	May 2025
REPORTS TO:	Principal

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of "New Metrics," a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart students are at the heart of all we do. We nurture each child's potential through developing personal and physical growth, resilience, empathy, academic achievement and spirituality.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY
The Casual Relief Teacher (CRT) provides high-quality teaching and supervision of students during the absence of their regular classroom teacher. CRTs at Monivae College are expected to uphold the College's Catholic ethos and provide continuity of learning in a supportive and engaging manner. Key responsibilities include: • Deliver set lesson plans and learning activities as provided by the absent teacher. • Maintain a safe, inclusive and well-managed classroom environment. • Supervise students in a range of subjects and year levels, from Years 7–12. • Effectively use technology, including navigating the school intranet, accessing and responding to emails, and utilising digital resources to support teaching and communication. • Uphold and support the College's expectations for student behaviour and engagement. • Provide feedback to the regular classroom teacher regarding student participation, progress or concerns. • Follow the school's routines, policies and emergency procedures. • Model professional conduct, respect for others, and uphold the values of Monivae College.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Teaching and Learning	• Supervise and deliver lessons using materials and plans provided by the absent classroom teacher. • Maintain continuity of learning and student engagement in the absence of regular staff. • Create a positive, respectful and inclusive learning environment. • Adapt teaching strategies where necessary to meet student needs. • Maintain appropriate records or notes on class progress and student engagement. • Effectively use technology, including navigating the school intranet, accessing and responding to emails, and utilising digital resources to support teaching and communication.
Student Management, Duty of Care, Behaviour Wellbeing	• Uphold College expectations in classroom behaviour and student engagement. • Ensure the safety and wellbeing of students in your care at all times. • Monitor student attendance, reporting any concerns as required. • Respond to emergencies and incidents following College procedures. • Promote a positive and respectful classroom culture.

	• Ensure active supervision of students at all times, both in and outside the classroom. • Maintain awareness of student wellbeing and respond promptly to any concerns or incidents. • Follow College procedures for managing accidents, injuries, and emergencies.
Communication and Feedback	• Provide feedback to the classroom teacher or relevant staff regarding student learning and behaviour. • Communicate respectfully with all members of the College community. • Attend briefings or handovers when required.
Professional Practice and College Engagement	• Maintain current VIT registration and other required documentation. • Engage professionally and respectfully as a representative of the College • Support the mission and values of Monivae College. • Communicate effectively with students, staff and leadership. • Adhere to school policies and procedures, including those related to child safety and professional conduct.
Child Safety and Legal and Ethical Responsibility	• Comply with Child Safety Standards and College Child Safety Code of Conduct. • Uphold the College's commitment to child safety in all interactions with students. • Report any disclosures, observations, or suspicions of harm or abuse in accordance with College and legal obligations. • Maintain appropriate professional boundaries and respectful relationships with students. • Understand and apply the principles of duty of care in a school environment. • Act in accordance with relevant legislation, including Ministerial Order No. 1359 – Child Safe Standards. • Remain vigilant to potential risks and hazards and take reasonable steps to minimise harm. • Completion of College induction including Child Safety training and policies.

KEY SELECTION CRITERIA	
Qualifications and Experience	**Essential** • Current Victorian Institute of Teaching (VIT) registration. • National Police Check (issued within 3 months) **Desirable** • Familiarity with Catholic education and willingness to support the College's Catholic mission and values. • Experience working across a variety of subject areas and year levels.
Skills and Attributes	• Ability to implement lesson plans effectively and adapt as needed. • Well-developed interpersonal and communication skills. • Ability to engage respectfully and effectively with students, staff, and parents.

	• Flexibility and availability at short notice.
Commitment to Catholic Education	• Supports and models College values and Catholic, MSC ethos.
Commitment to Child Safety	Monivae College is committed to the safety, wellbeing and inclusion of all children and young people. The College has zero tolerance for child abuse and expects all staff and volunteers to uphold this commitment. • Understanding of and commitment to legal and moral obligations relating to child safety • A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
External Liaisons	• Missionaries of the Sacred Heart • Victorian Catholic Education Authority • Diocese of Ballarat Catholic Education Limited (DOBCEL)
Conditions	Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022. Classification Level and salary will be in accordance with qualifications and experience.
Review and Appraisal	As an employee of Monivae College this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	The CRT is expected to engage in professional development in accordance with Monivae College's *Professional Learning Policy*, particularly in areas related to teaching pedagogy, student wellbeing, curriculum updates, and Catholic education ethos.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.