



POSITION DESCRIPTION

POSITION	RELIEF TEACHER	
SCHOOL / DEPARTMENT:	PRIMARY/SECONDARY	
POSITION REPORTS TO:	HEAD OF PRIMARY/HEAD OF SECONDARY	
POSITION PURPOSE:	Relief Teachers motivate, encourage and inspire students to be the best they can through effective teaching, learning and pastoral care. Relief Teachers provide professional support for the ethos of the School, thorough high quality teaching, providing a caring environment, promoting learning and other school activities, whilst maintaining positive student behaviour.	
MAIN PEOPLE INTERACTIONS:	INTERNAL Teaching colleagues Heads of Learning Area Learning Support Team Pastoral Care Team Business and Administration Team Boarding House colleagues	EXTERNAL Students Parents/Guardians

ABOUT GREAT SOUTHERN GRAMMAR

Mission Statement: To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

Our Commitment: Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

Our Values: Integrity | Respect | Compassion | Commitment

Expected behaviours and attitudes

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
 - o energy, enthusiasm and drive;
 - o diplomacy and tact;
 - o an ability to maintain confidentiality;
 - o honesty and an outstanding work ethic;
 - o loyalty to the role, people and the School;
 - o understanding of expectations of independent schooling;
 - o involvement in co-curricular
 - o a positive and proactive attitude; and
 - o respect for self and others.



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KEY AREA	RESPONSIBILITIES AND TASKS
ACTIVELY SUPPORT SCHOOL OPERATIONS	<p>Comply with all relevant legislative and regulatory obligations and the School's codes, policies and procedures;</p> <p>Complete administrative and operational activities in alignment with the School's requirements;</p> <p>Know and implement Workplace, Health and Safety procedures;</p> <p>Know and implement emergency and accident procedures; and</p> <p>Be willing to undertake tasks as requested by the Principal or their delegate.</p>
ACTIVELY SUPPORT PASTORAL CARE	<p>Comply with the School's Code of Conduct and rules and maintain acceptable standards of behaviour in students;</p> <p>Work in accordance with the School's Pastoral Care programs;</p> <p>Consistently maintain confidentiality of delicate or sensitive information; and</p> <p>Ensure school environment remains clean and safe.</p>
KNOW STUDENTS AND HOW THEY LEARN	<p>Exercise an awareness of students' physical, social, intellectual development and their characteristics;</p> <p>Understand how students learn;</p> <p>Understand and work appropriately with students with diverse gender, linguistic, cultural, religious and socioeconomic backgrounds;</p> <p>Capacity and understanding to teach Aboriginal and Torres Strait Islander students;</p> <p>Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians;</p> <p>Differentiated teaching to meet specific learning needs of students across a full range of abilities; and</p> <p>Demonstrate effective strategies to support the full participation of students with disabilities.</p>
CLASSROOM MANAGEMENT	<p>Be punctual to all duties;</p> <p>Record and report student absences;</p> <p>Uphold and explicitly teach expected behaviours;</p> <p>Manage all learning activities;</p> <p>Effective communication to students, parents and staff;</p> <p>Use technology as a teaching tool;</p> <p>Support and encourage student participation;</p> <p>Uphold the School's reputation and expectations of behaviour in and out of the class, on and off campus;</p> <p>Maintain good classroom order/practice and demonstrate effective student behaviour management;</p> <p>Anticipate need and manage requirements to maintain student safety;</p> <p>Manage ICT safely, responsibly and ethically;</p> <p>Report student academic concerns appropriately; and</p> <p>Report student behaviour concerns appropriately.</p>
ENGAGE IN PROFESSIONAL LEARNING	<p>Maintain professional competence and current knowledge in educational trends; and</p> <p>Apply professional learning and improve student learning.</p>



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SELECTION CRITERIA:	
QUALIFICATIONS:	<p>Essential</p> <p>Tertiary qualifications specific to the specialist areas of education; Current Teachers Registration Board (TRBWA) registration; Hold current Working with Children Check clearance; Hold appropriate Australian work rights; Maintain the currency of specific expertise through a commitment to ongoing professional development; and Have or be prepared to undertake Mandatory Reporting training or similar.</p> <p>Desirable</p> <p>Current First Aid Certificate</p>
KNOWLEDGE AND EXPERIENCE:	<p>Essential</p> <p>Knowledge of the Western Australian K-10 Curriculum Outline and WACE courses; Awareness and application of current educational perspectives; Knowledge and experience in delivering excellence within teaching and learning; Knowledge of and experience in catering for the developmental needs of children, adolescents and young adults; Knowledge of effective ICT use for learning environment; Demonstrated experience in a similar role, ideally within a school environment; Experience using information and learning management systems and databases; and Knowledge of safe work practices.</p> <p>Desirable</p> <p>Working knowledge of SEQTA</p>
SKILLS AND ABILITIES:	<p>Essential</p> <p>Strong interpersonal skills, enabling harmonious and positive relationships with colleagues, students, and parents/guardians; Strong written and verbal communications skills; Strong time management and organisational skills; Demonstrated ability to be self-directed and motivated; Demonstrated ability to work autonomously and as part of a team; Proven problem solving and critical thinking skills; Demonstrated ability to be flexible and adopt change; and Well-developed ICT skills.</p>

Instructions
<ol style="list-style-type: none">1. Read the Position Description carefully.2. If you need anything clarified, ask your Line Manager.3. Keep a copy available for you to refer to at work. <p>Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.</p>