



Marist-Sion College – Warragul

Position Description Casual Relief Teacher

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Summary</p>	<p>In conjunction with the Principal and all other members of staff, Casual Relief Teachers (CRTs) are responsible for the education and support of students in accordance to College policies and procedures. CRTs are directly accountable to the Director of College Organisation. CRTs work collaboratively with other members of staff to provide for the educational and wellbeing needs of students at the College.</p> <p>A CRT is appointed by the Principal and is responsible to the Deputy Principal – Professional Culture and Growth. The role is required to undertake a broad range of tasks to support the needs of our College.</p> <p>Employment Category and Classification: Casual Relief Teacher Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Director of College Organisation Direct Reports: Nil Internal Liaisons: Executive Team, Students and College Staff. External Liaisons: Members of the College Community and General Public.</p>
<p>Responsibilities</p>	<p>With regard to their respective teaching level (expert, accomplished, graduate) CRTs are responsible for:</p> <ul style="list-style-type: none"> Actively supporting the Catholic ethos of the College Engaging students and delivering lessons in accordance with the instructions/advice of the absent teacher Providing feedback to the absent classroom teacher about important matters such as: the work completed or not completed by the class, student

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	<p>cooperation, student behaviour, issues encountered, clarity of instructions, etc</p> <ul style="list-style-type: none"> • Accommodating the range of student needs as identified by the teacher and/or SIMON • Maintaining an orderly and productive classroom environment to enable student learning, in accordance with the Student Code of Conduct and the Wellbeing policies, including enforcement of school rules related to conduct and uniform • Liaising with other teachers or the Learning Leader of the Learning Area if required • Communicating in a timely and effective manner with the classroom teacher and, when necessary, House staff, regarding matters of student conduct, wellbeing and learning • Placing the physical and psychological safety of the students as a high priority through fulfilling the responsibilities in the Child Safety Code of Conduct and College policies related to the safety and wellbeing of students, including the reporting of child safety concerns and suspected abuse • Keeping informed by reading the SIMON Daily Messages, all school emails, TEAMS notifications and other school correspondence on at least a daily basis, and responding appropriately • Providing supervision and support at College events, as required by the Director of College Organisation and/or Daily Organiser Support • Undertaking yard duty and other responsibilities, as required. • Contributing actively to the stewardship of the College resources and classrooms. • Raising concerns and helpful feedback in a timely manner to the relevant members of staff, including the Director of College Organisation, to enable improvement • Maintaining professional registration and professional learning records as per Victoria Institute of Teaching procedures. • Completing the Mandatory Reporting module on an annual basis, attend staff professional learning days and compliance training sessions and any other compliance or proficiency tasks as specified by the Principal or the Director of College Organisation
<p>Child Safety</p>	<ul style="list-style-type: none"> • Provide students with a child-safe environment • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Attend all College assemblies, celebrations and liturgies • Attend College organised activities relevant to house or year level, as required

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Professional Development	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work • Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan • Participating in Staff Seminars and Professional Learning activities to further enhance the quality of programs offered • Continue to develop ICT skills on platforms to support work
General	<ul style="list-style-type: none"> • Support the Catholic Identity of the College • Understand the relevant compliance imperative • Uphold the professional standards of the College • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Assist with disaster response such as evacuations, lockdowns and emergency management drills • Demonstrate professional and collegiate relationships with colleagues • Participate in Yard Duty supervision as rostered and other supervision duties when required • Demonstrated capacity to participate in incursions, excursions and at least one overnight stay in a year • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing • Attend all relevant College meetings and after College services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as directed • Other duties assigned from time to time by the Principal
Skills/Attributes	<ul style="list-style-type: none"> • Highly relational and student centred • Committed to the safety, wellbeing and inclusion of all • Creative thinkers and innovative problem solvers • Strong communicators and collaborative team players • Informed by data and evidence based practices • Future focused and goal orientated

Selection Criteria

Casual Relief Teacher

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• Commitment to supporting the Catholic identity and mission of the College
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children• Commitment to and understanding of child protection and child safety issues in schools• Demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Demonstrated understanding of Mandatory Reporting
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Victorian Teachers Registration (VIT)• A minimum of Certificate 2 in First aid (the College will provide this training if necessary)
4. Ability to effectively educate students across a range of year levels	<ul style="list-style-type: none">• Willingness, flexibility, and adaptability to deliver various curriculum and methods• Computer literacy, including the ability to use ICT to promote quality learning• Willingness to implement positive education strategies and restorative practices• Preparedness to participate in co-curricular activities / overnight stays• Commitment to support, monitor and follow up students• Commitment to high standards of professionalism
5. Effective classroom management skills	<ul style="list-style-type: none">• Willingness to implement positive education strategies and restorative practices.• Ability to develop positive relationships with students.
6. Ability to develop positive relationships with College Community	<ul style="list-style-type: none">• Ability and commitment to work positively with colleagues as a member of mutually supportive staff teams