

Position description



CASUAL RELIEF TEACHER

- REPORTING TO:** Deputy principal
- APPOINTMENT:** As required
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of more than 900 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Casual Relief Teacher role is to create a positive and disciplined learning environment in the classroom, in co-curricular activities and in informal interactions with students. Classroom teachers are trusted professionals, responsible for the care, learning and wellbeing of students. In keeping with this trusted position, CRTs at PVCC are required to conduct themselves at all times in a manner that gives the highest priority to the safety and wellbeing of the students in their care.

POSITION OBJECTIVES

To provide a high standard of service at PVCC in accordance with College policies and procedures. As part of the teaching team and part of a Christian learning community, the CRT plays a pivotal role in reinforcing the role of staff teachers who instruct students in a manner that is consistent with the values of the College and Biblical principals.

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RESPONSIBILITIES

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, vision, values and expectations of the College.

Additionally, the CRT will:

- Provide a child safe environment in accordance with the child safe standards and obligations
- Be supportive of College spiritual life, including active participation in Christian devotions when required
- Exhibit exemplary teaching in coeducational PVCC education
- At all times behave in a manner that is professional, demonstrating excellent interpersonal skills and the capacity for effective communication
- Demonstrate a commitment to achieving best practice in matters relating to student wellbeing, curriculum delivery, feedback, assessment and reporting
- Work effectively with all other staff members of the College

Specific duties

The CRT will:

- Support the College's commitment to Christian education
- 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 and provide supplementary work as needed
- Take the student roll in every class supervised
- Care for all students in the classroom in a way which reflects the College's mission, vision and values

When engaged in a longer period of coverage (generally longer than one week), the CRT will be required to:

- Prepare lessons which cater to the range of student abilities and interests
- Use interactive and effective technology to enhance pedagogy within the classroom
- Set high academic expectations related to standards of student performance
- Maintain a challenging and realistic program of student homework
- Give prompt and comprehensive attention to student work submitted for marking and feedback
- Demonstrate knowledge, competence and confidence within the subject discipline
- Provide accurate and comprehensive data in relation to each student required for the College recording and reporting system
- Be involved in homegroup (as required)
- Be proactive in communicating student progress and achievement with parents

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The position of CRT is a classroom teaching role which reports to the Deputy Principal, through the Daily Organiser. The CRT has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College.

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ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

Essential requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold an approved qualification or equivalent pursuant to the National Law and Regulations
- Hold a current VIT Registration
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

Specialist skills and knowledge

- Excellent communication skills and the ability to relate to both students and staff
- Ability to manage time and prioritise tasks to achieve set outcomes
- Demonstrated knowledge of computer skills, including basic Windows, Microsoft Office, internet and email

Interpersonal skills

- Punctuality
- A high standard of personal presentation and integrity
- Flexibility
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ Date __/__/____

Manager:

Name _____

Signature _____ Date __/__/____