

## POSITION DESCRIPTION for CASUAL RELIEF TEACHER

### LUTHER COLLEGE MISSION STATEMENT

**Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.**

The Casual Relief Teacher (CRT) is responsible for creating a positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- in interacting informally with students

In this way, each student is challenged to grow in knowledge and maturity, according to their potential, in all aspects of their life.

The position of Casual Relief Teacher is a classroom teaching roll which reports to the Deputy Principal, through the Daily Administrator. The main responsibility of a CRT teacher 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.

### Responsibilities:

The Casual Relief Teacher will:

- actively and publicly promote and support the College, its mission, vision and values
- initiate, lead and participate in whole school improvement
- exhibit exemplary teaching in coeducational Lutheran 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
- inspire and encourage individual students to have high expectations and value excellence in all aspects of school life
- work effectively with all other staff members of the College.

### Specific Duties:

The Casual Relief Teacher will:

- support the College's commitment to Lutheran 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;
- 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;
- maintain standards of student care and discipline in and outside of the classroom, through support for and implementation of the Luther College policies and procedures;
- undertake yard duty and other supervision duties as requested.

As Luther College has a commitment to child safety, teaching staff will be responsible for understanding, applying and promoting the College's child safety commitment, policies and procedures, including:

- complying with the College's Child Protection Code of Conduct and Staff and Student Professional Boundaries Guidelines
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to one of the College's Child Safety Officers
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures
- reporting, including Mandatory Reporting
- promoting resilience and reporting amongst students
- being aware of issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection teaching and disclosures.

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

- prepare of varied lessons, which cater to the range of student abilities and interests;
- use interactive and effective technology to enhance pedagogy within the classroom;
- set of 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 home group (as required);
- be proactive in communicating student progress and achievement with parents.

Other duties as required by the Principal.

All staff are expected to develop and effectively manage relationships amongst all sectors of the community. This includes supporting colleagues in the development and management of their skills and providing structures and processes for developing and working in partnership with parents in ensuring the wellbeing of their child.

#### **Qualifications:**

Casual Relief Teachers must be registered with the Victorian Institute of Teaching with a tertiary qualification in education.

Commitment to, and competence in the use of technology in the classroom is required.

#### **Confirmation of documentation:**

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Principal (Signature and date)

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Casual Relief Teacher appointed (signature and date)