

Position Description – Secondary College Relief Teacher

DEPARTMENT	Secondary College
REPORTING RELATIONSHIPS	Heads of Department, Assistant Director of Secondary College, Director of Secondary College
OTHER KEY RELATIONSHIPS	Students, Parents, Heads of House, Head of Student Services, Secondary College Administration, other Calvary team
STATUS OF EMPLOYMENT	Casual
AWARD	Educational Services (Teachers) Award 2020
CLASSIFICATION	Level 1-4

MAIN PURPOSE

The role of Secondary College Relief Teacher is to deliver the curriculum material provided in the absence of the regular teacher in a manner which is consistent with the philosophy, policy and practice prescribed by the College.

SELECTION CRITERIA

- The ability to demonstrate a Christian worldview and actively support of the Christian ethos of the College.
- A current Queensland College of Teachers registration.
- Bachelor of Education or postgraduate qualification in education coupled with an undergraduate degree-level qualification.
- Demonstrate excellent, current classroom teaching techniques and practices that meet diverse needs and learning styles of students and are consistent with relevant curriculum and policies.
- Ability to create a culture of learning and achievement through effective planning, student management, classroom resource organisation and engaging learning strategies.
- Exemplary professional manner, interpersonal, communication and writing skills.
- Enthusiastic desire and resolute commitment to actively contribute to the culture and values of the College.
- Proficient level of computer literacy with proven capacity in MS Office Suite, and other software/programs in common use for education.

KEY DUTIES AND RESPONSIBILITIES

General

- Understand the philosophy of Christian Education and translate it into practice in the classroom, playground, office and staffroom.
- Engage professionally with colleagues, parents/carers and the wider College community.
- Support the College management structure, systems and processes, and accept authority and correction.
- Undertake supervision and duties as instructed.



Teaching, Learning & Culture

- Substitute classroom teachers, providing an 'as normal' learning environment in the classroom.
- Deliver prepared curriculum material provided for lessons.
- Create a nurturing and engaging learning environment, which is inclusive, learner centered and academically stimulating.

Behaviour Management

- Set and maintain clear behavioural and learning expectations for students in line with College policy and procedures.
- Implement the current Responsible Thinking Process as outlined by the Head of Student Services, Head of House, and Director of Secondary College.
- Demonstrate effective classroom management and behavior management practices, which provides a safe and supportive environment that is conducive to learning.
- Maintain quality care and discipline of the students in those classes and in general College life.

Pastoral Care

- Strive to fulfill Calvary's vision to graduate young people of strong Christian character who will become an influence for good in their world.
- Maintain appropriate behaviours when engaging with children and parents/guardians.
- Enhance student development towards effective citizenship and responsible adulthood.
- Provide excellent opportunities for students to develop Christian character and grow to their full potential intellectually, physically, spiritually and socially.
- Encourage students to outwork the College's values.
- Facilitate the prevention of child harm by recognising and responding appropriately.
- Liaise with the Assistant Director of Secondary College (Pastoral Care) concerning the pastoral care of individual students as required.

OTHER REQUIREMENTS

All members of staff at Calvary Christian College are expected to:

- Convey to the public a positive image of the College.
- Contribute to a pleasant and enjoyable work environment.
- Demonstrate an awareness of and commitment to the College's Christian mission, vision and values.
- Understand and abide by the Code of Conduct and all other College policies and procedures.
- Understand and uphold the College's Christian worldview as set out in the "Upholding Calvary Christian College Beliefs" and the "Statement of Affirmation of the Australian Association of Christian Schools".
- Maintain an understanding of the Workplace Health and Safety and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Representative.
- Participate in team training, social events and development activities to assist in the achievement of positive, Christian organisational culture and individual/work goals.
- Have no contact with any enrolled student via social media (excluding immediate family members).
- Maintain confidentiality in all matters related to the College, its employees, students, parents and others at all times.
- Carry out other duties from time to time as required.

NOTE

The purpose of this position description is to serve as a general overview and summary of the major duties and responsibilities of the role. It is not intended to be all-inclusive and the position may be required to perform other work duties not specifically detailed. Calvary Christian College reserves the right to modify this job description depending on the operational requirements of the College.

Status:	Approved
Authorised By:	Rebecca Miller
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