



# Position Description

<b>Position Title</b>	Casual Relief Teacher (CRT)
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Anne's College
<b>Location</b>	Kialla
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	CRT
<b>Remuneration</b>	CRT Rate
<b>Status</b>	Casual
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## Summary

Casual relief teachers (CRT's) are engaged by SCHOOL on a casual basis to temporarily replace absent teachers who may be on leave. Their primary responsibilities are to deliver the curriculum material provided by the absent teacher and to provide a duty of care to the students in the absence of the regular teacher.

## Position Summary

The Classroom Teacher works to ensure their priorities focus on quality teaching and learning, and the wellbeing of students and colleagues. This position is expected to maintain a high level of diverse educational methods designed to educate students whilst always adhering to the Australian Standards of Teaching.

The primary objective of the role is to:

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Support the Catholic ethos, traditions, and practices, and apply these in classroom activities

## Key Responsibilities

<b>Contemporary Teaching</b>	<ul style="list-style-type: none"><li>• Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs</li><li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li><li>• Employ a variety of effective teaching strategies to effectively implement the curriculum <b>set by the regular teacher.</b></li><li>• Understand and implement the strategies outlined in the school collective commitments that have been developed to ensure school wide consistency in the curriculum areas of English and Mathematics.</li><li>• Understand state and national course requirements.</li><li>• Keep accurate records of student attendance.</li><li>• Embrace the use of information and communications technologies to enhance learning.</li><li>• Engage in learning progress discussions.</li><li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li><li>• Liaise with appropriate support staff in the implementation of the curriculum</li></ul>
------------------------------	--

<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the organisations child-safe policy and code of conduct, and any other policies relating to child safety.</li> <li>● Assist in the provision of a child-safe environment for students.</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>● Proactively monitor and support student wellbeing</li> <li>● Exercise pastoral care in a manner which reflects school values.</li> <li>● Implement strategies which promote a health and positive learning environment.</li> <li>● Attend all school assemblies scheduled on the day of engagement.</li> <li>● Attend school liturgical celebrations scheduled on the day of engagement</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>● Deliver the curriculum material provided by the absent teacher Maintain a teaching focus on excellence in student learning outcomes Develop assessment instruments in a collaborative manner.</li> <li>● Effectively manage the classroom program</li> </ul>
<b>Catholic Identity</b>	<ul style="list-style-type: none"> <li>● Instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>● Foster our Franciscan charism through intercession for those less fortunate and respect for all God’s Creation</li> <li>● Respectfully participate in all liturgical celebrations</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Have current knowledge of curriculum initiatives in your teaching areas.</li> <li>● Commitment to ongoing professional development in your teaching areas of expertise</li> <li>● Support collegial learning by acting as a mentor or supervising and supporting a student teacher as required</li> </ul>
<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>● Support and be involved in the co-curricular program.</li> <li>● Proactively encourage students to participate in co-curricular activities.</li> <li>● Act as a role model for participating students.</li> <li>● Keep accurate records of student attendance and participation within the co-curricular activity.</li> <li>● Create and maintain a safe environment in which students may enjoy their participation.</li> <li>● Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>● Contribute to a health and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>● Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>● Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities scheduled on the days the casual teacher is rostered.</li> <li>● Attend and be an active member of staff meetings, domain and year level team meetings as relevant to specific duties.</li> <li>● Participate in duty supervision as rostered and other supervision duties when required.</li> <li>● Demonstrate professional and collegiate relationships with colleagues.</li> <li>● Uphold the professional standards expected of a teacher.</li> <li>● Be open to shared learning opportunities for staff, students and the wider community through involvement in the school communities</li> </ul>
--	--

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### **Compliance with CES Ltd Policies and Procedures**

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### **Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. In addition, it is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System, including requirements to report any health, safety or wellbeing issues as well as eliminate hazards, follow instructions, and participate in training and consultation processes. You will also be required to provide evidence of your current First Aid, Anaphylaxis training and vaccination status prior to commencing employment with CES Ltd.

### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety

legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Education</li> <li>• Registration with the Victorian Institute of Teaching (VIT)</li> <li>• First Aid Certificate inclusive of Anaphylaxis</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience and proven record in effective primary school learning and teaching skills, including management of composite classes/ mixed ability classes.</li> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>• A willingness to share knowledge in a collaborative classroom.</li> <li>• An understanding and willingness to work within the AITSL standards framework.</li> <li>• Demonstrated understanding of contemporary learning and professional learning practices</li> <li>• Demonstrated ability to work with students, parents, and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices and embed this into all aspects of the curriculum.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds.</li> <li>• Demonstrated understanding of legal obligations relating to child safety including mandatory reporting</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven experience in using ICT to teach subject area including but not limited to Google Applications and Microsoft suite.</li> <li>• Proven ability to work as part of a team.</li> </ul>

		<ul style="list-style-type: none"> <li>● Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents, and our parish community.</li> <li>● Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies, and school camps/excursions.</li> <li>● A willingness to share knowledge in a collaborative classroom</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>● Accreditation to teach within a Catholic school or accreditation to teach religious education (or willingness to commence upon appointment)</li> <li>● Experience in managing composite/mixed ability classes</li> </ul>