



Marist-Sion College

Position Description

Casual Relief Teacher (CRT)

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 School Administration. CRTs work collaboratively with other members of staff to provide for the educational and pastoral needs of students at the College.

Responsibilities

With regard to their respective teaching level (expert, accomplished, graduate) CRTs are responsible for:

- 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 cooperation, student behaviour, issues encountered, clarity of instructions, etc.
- 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 Pastoral Care 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, pastoral care 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 SharePoint notices, the Daily Bulletin, all school emails 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 School Administration.
 - Undertaking yard duty and other responsibilities, as required.
 - Contributing actively to the care of the College resources and classrooms.
 - Contributing to the Occupational Health and Safety of all staff and students.
 - Raising concerns and helpful feedback in a timely manner to the relevant members of staff, including the Director of School Administration, to enable improvement.
 - Maintaining professional registration and professional learning records.
 - Completing the Mandatory Reporting module on an annual basis, and any other compliance or proficiency tasks as specified by the Principal or the Director of School Administration.
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Key Selection Criteria

Qualifications

- Training/experience/expertise
- Teaching qualifications and suitable registration with VIT

Teaching Expertise

- Ability to effectively educate students across a range of year levels
- Effective classroom management skills
- Ability to develop positive relationships with students
- Willingness to implement positive education strategies and restorative practices
- Computer literacy, including the ability to use ICT to promote quality learning
- Willingness to act in the role of Tutor (Home Room Teacher) when required

Ethos and participation

- Commitment to actively supporting the Catholic ethos of the College
- Ability and commitment to work positively with colleagues
- Commitment to high standards of professionalism, including child safe practices

Last Updated: 29 August 2021