



ROLE DESCRIPTION

Role title:	Relief/Supply Teacher
Reports to:	Head of Operations and HR Manager, Head of Faculty, Head of Junior School or Deputy Principal (Pastoral – Head of Senior School)
Direct Reports:	Students
EBA Classification Level or Award	Rate of remuneration will be based on years of service in conjunction with the Whitsunday Anglican School Enterprise Agreement.
Role Description Review:	22 January 2021 – Head of Operations and HR Manager

Relief/Supply Teacher

School's Vision Statement

A leading co-educational regional school, focused on developing the intellectual, creative, physical, emotional, and spiritual wellbeing of our students.

School's Mission Statement

Within a framework of Christian values, we provide an engaging and supportive learning experience that achieves the best outcome for the individual.

Main Duties and Responsibilities

Relief Teachers are appointed by either the Head of Operations and HR Manager, Head of Junior School or Deputy Principal (Pastoral – Head of Senior School) in consultation with the Executive Leadership Team in whose area the Relief Teacher will be appointed.

The relief position will attract a wage and teaching load as determined by Executive Leadership Team using the awards specified within the current *Whitsunday Anglican School Enterprise Agreement*.

Relief Teachers are required to provide professional support of the ethos of the School, by managing classes and students effectively; ensuring cognisance of the lesson and work programs expectations; promoting learning as something to be enjoyed and maximised for each student throughout every lesson; fulfilling the "teacher's role" in and out of class; maintaining good order and discipline; and providing a caring environment.

Relief Teachers are required to:

- Provide quality education in support of the ethos of the School, the School Core Values and School's strategic goals, by managing classes and stakeholders (students, parents/guardians, staff) effectively.
- Ensuring cognisance of the syllabus and work programs expectations.
- Promote learning as something to be enjoyed and maximised for each student throughout every lesson.
- Uphold the School's high reputation and conservative expectations in and out of class and on and off campus.
- Maintaining good classroom order/practice and upholding student discipline/behavioural management.
- Fulfil all the duties of a teacher at Whitsunday Anglican School.
- Maintain professional competence and current knowledge in educational trends.

Skills and Experience

Qualifications

- Relevant tertiary qualifications.
- Registration with Queensland College of Teachers.
- First aid certificate.

Skills

- Demonstrated high level organisational, networking, and problem-solving skills.
- Demonstrated use of initiative, with the ability to anticipate the needs of a School organisation.
- A sense of humour.
- A team player with strong interpersonal skills, who has the ability to engage and inspire.
- Excellent communication skills, both oral and written.
- Demonstration of initiative, flexibility and discretion.
- Capacity to recognise and maintain confidentiality.

- Good public relation skills and a demonstrated background in positive liaison with students, parents and colleagues.
- Professional presentation and communication (in person, on phone and email) manner.
- Ability to work collaboratively and positively with a diversity of personnel.

Specific Accountabilities

Curriculum (To ensure care, consistency and continuity for all School stakeholders and the School)

- Teach the allocated timetables of classes.
- Be innovative where appropriate and incorporate the School's resources in teaching.
- Accept that there exist individual differences in ability, personality, need and learning styles in students, and always attempt to cater for these differences in and outside of set class times.
- Give students regular feedback (verbal and written) on academic performance and behaviour.
- Keep abreast of changes in content, methodology, techniques for evaluation and measurement in pertinent teaching areas, subjects, or discipline/s. This is achieved through the attendance of faculty meetings and meetings or communication with Heads of Faculty / Head of Junior School / Deputy Principal (Pastoral – Head of Senior School) and the Deputy Principal (Teaching and Learning).
- Incorporate the use of ICT in teaching and learning.
- Attend professional learning programs, opportunities, and meetings to enhance teaching skills and knowledge.
- Follow School policy in relation to academic matters, including the work programs, assignments, and testing, and ACARA/QCAA requirements.
- Undertake tasks assigned by the Head of Junior School / Deputy Principal (Pastoral – Head of Senior School) or Head of Faculty, including course trialing and development, assessment preparation, resource development, organisation of subject days, competitions, curriculum direction, etc.
- Provide reports to parents at meetings, interviews and in writing as required.
- Supervise other classes as required.

Pedagogy (Strategies used to support, facilitate and determine the impact of dynamic, flexible and effective instruction in the classroom that ensure high quality and deep learning)

- Develop positive professional relationships with students and colleagues
- Assist students to develop and re-assess learning goals
- Collaborate with peers to evaluate programs, assessment tools and outcomes
- Use a range of embedded and analysed evidence to inform teaching and students' learning
- Provide relevant feedback to students
- Provide authentic opportunities for student agency
- Empower students to achieve above 'their best'
- Focus on common language around learning
- Systematically reflect on your practice and the impact on student outcomes

Classroom Management (Strategies used to support and facilitate learning in the classroom)

- Noting and reporting absent students.
- Supervising other classes as required.
- Being available for parents and students.
- Upholding and explicitly teaching expected behaviours.

- Managing and conducting behavioural consequences that occur within your class at the appropriate Behaviour Management policy levels.
- Effective communication to students, parents, and staff.
- Being innovative where appropriate.
- Using technology as a tool for teaching.
- Catering for different learning styles.

Organisation (To ensure care, consistency and continuity for all School stakeholders and the School)

- Be conversant and comply with School Policies and Procedures.
- Be a good role model for students in personal expectations, dress and demeanour.
- Be aware of requirements under Workplace Health & Safety and always endeavour to see that these are followed.
- Know and implement emergency and accident procedures.
- Compliance with your responsibilities as detailed in the Safety Management System.
- Actively support the School Behaviour Management Program and insist on acceptable standards of behaviour, including dress, in students.
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Be punctual to all duties.
- Deal with irresponsible or improper behaviour in the first instance.
- Report student academic problems appropriately.
- Report student behavioural problems appropriately.
- Use the Student Diary effectively.
- Note and report absent students.
- Ensure that the School environment remains clean and pleasant.
- Maintain current first aid certificate.
- Maintain current teacher registration.
- Participate in the Whitsunday Anglican School Outdoor Education Program.
- Utilise your Preparation and Correction time on the School site as outline within the teaching staff's Hours of Duty, unless otherwise approved by the Head of Operations and HR Manager, Head of Junior School, Deputy Principal (Pastoral – Head of Senior School) or Deputy Principal (Teaching and Learning).
- Ensure that you complete all 'Additional Duties' as outlined within the teaching staff's Hours of Duty, unless otherwise approved by the Head of Operations and HR Manager or the Deputy Principal (Teaching and Learning) in consultation with the Head of Junior School and Deputy Principal (Pastoral – Head of Senior School).

Duty of Care

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative;
- Comply with, be cognisant of and complete all current Student Protection policies and procedures including the Anglican Schools Commission's Safeguarding our students online training and National Register checks.
- Act as an appropriate role model for students and staff;
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.



- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took to work and work-related commitments.

Pastoral Care

Provide supportive and effective Pastoral Care by:

- Insisting on just actions and encouraging gentleness, kindness, and integrity in interpersonal relationships;
- Encouraging students and staff to use pastoral care and personal development opportunities provided;
- Reporting students, parents and staff needs promptly to the relevant pastoral leader and/or Student Protection Officers and/or Principal;
- Ensuring that the School environment remains clean and pleasant.

General Terms

- Compliance with all WAS policies and procedures and strategies.
- Support of the Anglican ethos.
- Current positive working with children blue card status or ability to acquire one.
- Compliance with staff code of conduct.
- Participation in performance planning and appraisal processes.
- Recognition and acceptance that multi skilling is an essential prerequisite and staff may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

Other

- Demonstrate loyalty, confidentiality and support for the Principal at all times.
- Other tasks as directed.

Performance Goals

- Complete departmental or sub-school goals and outlined by line leader in alignment with the School's Strategic Intent.
- Communicate and engage with students, parents, and staff in a professional manner at all times through all platforms (verbally, written, digitally).

Staff Agreement

All staff agree to follow and abide by all School Staff and Community related policies and procedures (including though not limited to: Staff Code of Conduct, Student Protection, Work Health & Safety, etc.). All staff are required to conduct themselves in a manner that respects the Whitsunday Anglican School Staff responsibilities.

Child Protection

All employees of Whitsunday Anglican School are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

Acknowledgement

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I agree that I will abide by and be aware of all School staff and community policies and procedures.

Employee Name _____ Date _____

Employee Signature _____