



## RELIEF TEACHER

### Duties and Responsibilities Statement

<b>POSITION TITLE</b>	Relief Teacher
<b>EMPLOYMENT CONDITIONS</b>	Casual, as required
	In accordance with the Anglican Schools Commission Incorporated Western Australian Agreement 2019
<b>REPORTS TO</b>	Associate Principals, Directors and Heads of Departments

#### PREAMBLE

The Principal is the Chief Executive Officer of the School and is responsible to the School Council for the effective and efficient operation of the School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

#### ROLE

To provide casual relief teaching when required. This may be during periods of planned leave or other unforeseen leave.

#### RESPONSIBILITIES

Depending on the length of relief, responsibilities may include:

##### Teaching and Learning

- Plan and implement coherent, well sequenced teaching and learning programs that engage students and maximise learning.
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- Use assessment feedback to inform teaching practice.
- Establish inclusive, supportive learning environments.
- Develop, select and use informal and formal, formative and summative assessment strategies to assess student learning.

##### Pastoral Care

- Actively participate in pastoral care and wellbeing programs and other co-curricular activities, as required.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

##### Other duties

- Carry out supervisory duties as required.
- Participate in Department meetings and whole staff meetings, as required.
- Abide by the staff Code of Conduct and other School policies.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## GENERAL ATTRIBUTES REQUIRED OF ALL TEACHING STAFF

### Education/Qualifications

#### Essential

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia

### Experience and Skills

#### Essential

- Ability to provide a stimulating learning environment, effective teaching and exemplary assessment practices.
- Knowledge and understanding of the Western Australian Curriculum.
- Familiarity with ICT and the use of technology in the classroom.
- Excellent organisational and time management skills.
- Ability to work collaboratively as part of a team.
- Ability to successfully manage a number of diverse tasks in a busy school environment.

### Personal Qualities

#### Essential

- Ability to communicate positively and effectively with all members of the School community.
- A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.
- Good sense of humour with a positive outlook.

## JSRACS STATEMENT OF COMMITMENT TO CHILD SAFETY

John Septimus Roe Anglican Community School is committed to the safety and wellbeing of all children and young people. John Septimus Roe Anglican Community School has zero tolerance for child abuse.

John Septimus Roe Anglican Community School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in John Septimus Roe Anglican Community School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. All staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Policy and Procedural Guidelines. A valid Working with Children Card is required for all employees at John Septimus Roe Anglican Community School.

John Septimus Roe Anglican Community School is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

### ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

### RELIEF TEACHER

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date