

Casual Relief Teacher (CRT) Job Description

Main Purpose of the Job:

The main responsibility of a Casual Relief Teacher is to deliver the curriculum material provided for the class, and to provide a duty of care to students in the absence of the regular teacher. This main responsibility is to be fulfilled in a manner that is consistent with the mission, vision, virtues, and expectations of the College. The teacher is accountable to the relevant Head of School.

Key Responsibilities:

Educational:

1. presents subject matter prepared for them by the teacher they are standing in for;
2. exhibits a professional and caring persona, maintaining professional boundaries;
3. develops positive and effective teaching and learning environment;
4. maintains discipline in classrooms and other school areas;
5. undertakes and actively supervises playground and/or bus duty as requested;
6. complies with all College policies and procedures;
7. complies with Queensland Curriculum and Assessment Authority (QCAA) policies and procedures, with a working knowledge of Australian Curriculum;
8. takes ownership for holistic pastoral support for students: attending to educational, emotional, behavioural, social and spiritual needs within the class group, consulting with the Director of Pastoral Care for necessary support.
9. performs teaching duties as required by the Head of School or Principal;

Administration:

10. is familiar with the Staff Handbook and complies with its contents;
11. implements and complies with the College's policies and procedures;
12. attends meetings, devotions, and professional development when requested;
13. ensures that a duty of care is exercised at all times, through active supervision of students;
14. exercises Christian standards of stewardship in the management and care of physical resources under their disposal;
15. raises Child Protection concerns as per College Child Protection Policy and Procedure;
16. contributes to the health and safety of students;
17. contributes to the overall teamwork and support of the staff;
18. participates in workplace safety procedures when required;
19. performs duties in a manner that is without an unacceptable level of risk to their own health and safety, other employees, students, or the College community in general, making risk prevention a priority;
20. to the best of the employee's experience and knowledge, provides risk management information, as requested by your supervisor;
21. reports any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College's WHS reporting system;
22. maintains knowledge of the College's emergency procedures and follows when required; and
23. carries out any other duties as designated by the Head of School.

Selection Criteria:

Essential:

- Relevant teaching qualifications and current Teacher Registration with Queensland College of Teachers (QCT);
- Be able to sign and abide by the College's Statement of Faith;
- Be able to abide by the Codes of Conduct at all times;

- Have the ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a department team;
- Be fully aligned with the values, virtues, and Christian beliefs of Freshwater Christian College; and
- Be legally permitted to work in Australia as a registered QCT Teacher.

Status:

Casual on an 'as needs' basis to cover a teacher who is absent, and is dependent on operational needs of the College.

Probationary Period:

Not applicable as this is a casual position.

Remuneration:

Pay rate is above the Educational Services (Teachers) Award 2020.

Other:

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

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College's mission and virtues;
- Maintain confidentiality in all matters related to the College, its staff, students, parents and others at all times;
- Contribute to a pleasant and enjoyable work environment;
- Abide by the Statement of Faith, Code of Conduct and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
- Maintain an understanding of the Workplace Health and Safety Standards of the College;
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals.

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v1.2
Version	v2	Authorised by	Principal
Last updated	8/12/2022	Reviewed	Every 3 years