



POSITION DESCRIPTION: Casual Relief Teacher

TIME FRACTION:	Casual – up to 6 hours/day
CLASSIFICATION:	Casual Relief Teacher
EMPLOYMENT PERIOD:	Casual
JOB OPENING ID:	N/A
APPLY BY:	

SCHOOL PROFILE:

Ballarat High School commenced in 1907 as an Agricultural High School and today has a student population of approximately 1440 students.

Our core values of Pride, Respect and Responsibility construct a framework for student academic, cultural and personal success. Our emphasis on educating the learner for the 21st century ensures that Ballarat High School remains at the forefront of education in Ballarat.

Our emphasis on student connectedness and engagement stems from our innovative approach to teaching and learning. In building a Learning Community, our Year 7/8 team structure, Year 9 ARCH program and our pathway program years 10 to 12 allow our teachers to model innovative teaching and learning practices.

The small team structures along with our student services practices ensure that all students interact in a safe and positive learning environment. Our extensive enrichment programs and exceptional facilities extend their talents beyond the classroom.

Please visit www.ballaraths.vic.edu.au for additional information.

ROLE DESCRIPTION:

The role of a Casual Relief Teacher (CRT) is very important at Ballarat High School. CRTs are engaged throughout the year on a casual basis to cover teacher absence. The length of engagement may range from half a day through to periods up to 6 weeks, depending on the absence to be covered.

CRTs are qualified classroom teachers with expertise in their qualification areas. We endeavour to engage CRTs to teach in their qualification areas but they may be engaged to cover classes that are outside their qualification areas if required. CRTs are provided with a windows notebook computer to allow them to complete roll marking and access classwork through our online learning management system Edumate. Training is provided in the use of Edumate to support that process.

Detailed information concerning the CRT role at Ballarat High School is available in the Ballarat High School CRT Handbook which is available from the school website Employment Opportunities page.

RESPONSIBILITIES:

The role of a CRT may include but is not limited to:

- Direct teaching of groups of students and individual students;
- Participating in activities such as camps and excursions;
- Undertaking other non-teaching supervisory duties such as yard duty, library duty etc.

KEY SELECTION CRITERIA:

1. Documented qualifications in education, including specialisms in secondary subjects.
2. High level classroom teaching skills
3. Experience in the use of Information and Communications technologies to support learning and complete administration tasks.
4. High level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff.

WHO MAY APPLY

Teachers currently registered or eligible for registration with the Victorian Institute of Teaching and qualified to teach.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Ballarat High School's Child Safety Code of Conduct is available from our website.

OTHER INFORMATION

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>.

EEO AND OHS COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

EXPRESSIONS OF INTEREST

Enquiries regarding Casual Relief teaching can be directed to Mrs. Michele Kennedy 03 5338 9000.

Expressions of interest can be forwarded to Mrs. Jennifer Wood, Personnel Manager, marked Confidential – Casual Relief Teacher.

Expressions of interest should include:

- Brief written response to the key selection criteria (please limit your responses to no more than 400 words)
- Resume including the names of three referees and their contact details.
- Photocopy of your VIT card (front and back) must be included.