



Title	Casual Relief Teacher (CRT)
Organisation unit	Junior, Middle and/or Senior School
Employment type	Casual
Award / Agreement	Ballarat and Queen's Anglican Grammar School (Teachers) Agreement 2022 (the Agreement), or its successor(s).
Reports to	Junior School - Deputy Head of Junior School Middle and Senior School – Daily Program Manager
Work location	201 Forest Street, Wendouree, Victoria 3355, 24 Dare Street, Wendouree, Victoria 3355, or Sims Road, Mount Rowan, Victoria 3352, or Other locations as required.

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 1,500 students from 6 months to Year 12, including around 250 boarders.

With three campuses, an extensive range of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest our values and focus in preparing our students to develop into positive and resilient individuals intent on establishing their own pathway in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. STUDENT SAFETY STATEMENT

Ballarat Grammar is committed to zero tolerance of child abuse in every form and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. All staff, volunteers and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.

As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.



As a Student Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration.

3. BALLARAT GRAMMAR VALUES

With its Christian ethos and heritage of liberal education, the School promotes the following values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

4. OUR LEARNING AND BEHAVIOURAL VALUES

- We look to a positive future from a proud tradition. Our relationships are based on warmth, respect and trust.
- We're passionate about learning in all areas of our lives. We strive for academic excellence, knowing that it takes hard work over a long period of time.
- Beyond the classroom, we love exploring new learning opportunities while continuing to extend ourselves in areas that are already familiar. We're developing the confidence to take risks with our learning and the skills to bounce back when things don't go as well as we'd like.
- We welcome people from many backgrounds and look out for each other because that's what makes our community strong.
- In working together for a better world, we believe that helping others through service enriches our lives. And we're always looking for opportunities to actively engage with the natural environment.



- In all that we do, we draw on the Anglican values of openness and inclusivity to help us look for ways to find meaning and fulfilment so that we can be our best selves in every part of our lives.

5. POSITION PURPOSE

The Casual Relief Teacher will be responsible for delivering curriculum material for a specific class and facilitate a positive learning environment for students.

6. ORGANISATIONAL RELATIONSHIPS

Reports to: Junior School – Deputy Head of Junior School
Middle and Senior Schools – Daily Program Manager
Ultimately, all positions report to the Headmaster

Direct Reports: Nil

Internal Relationships: Classroom Teachers
Heads of School
Assistant Heads of School
Inclusive Education staff
Pastoral Care and Wellbeing staff
All BGS staff

External Relationships: Students
Student families

7. KEY RESPONSIBILITIES

Classroom Teaching

- Create a learning environment that stimulates interest and purposeful learning.
- Deliver a clear and comprehensive course of instruction, as set by the regular Classroom Teacher.
- Assist with the progression of learning of all students.
- Engage a variety of teaching techniques to suit course objectives and student developmental levels.
- Deliver challenging learning activities for students.
- Actively engage students in the learning process.
- Fully utilise a wide variety of teaching resources and technologies available within the School community.
- Assist students and Classroom Teachers in the assessment and evaluation processes.
- Actively engage with students and their Classroom Teachers in relation to student learnings and performance.
- Assist with the maintenance of learning and behaviour standards of students.

Pastoral Care and Co-curricular

- Reflect and uphold the values of the School at all times and take an active role in the general life of the School.



- Provide a duty of care for the students, in the absence of the Classroom Teacher.
- Clearly communicate any student wellbeing issues or concerns to the Classroom Teacher or Student Care and Wellbeing teams.

Other

- Actively engage with pastoral and other co-curricular activities, including rostered supervisory duties around the School grounds, after school sports and camps, when required.
- If required, participate in Whole Staff Professional Learning Days, to build relationships with colleagues, develop professionally, and receive consistent and up-to-date training regarding education.
- Other duties as requested by the Headmaster.

8. PERSON SPECIFICATIONS

Qualifications and Certificates

- VIT approved teaching qualification relevant to the subject area and/or Year levels.
- VIT registration.
- First Aid Certificate, including CPR, Anaphylaxis and Asthma Management.

Knowledge and Experience

- Demonstrated educational teaching experience within the relevant subject area and/or Year levels.
- Experience and knowledge of individual academic learning programmes for students with diverse abilities and needs.
- Experience with the development of curriculum and report writing.

Skills and Attributes

- Ability to demonstrate and authentically promote Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Excellent interpersonal and communication skills, including the ability to display compassion.
- A proven ability to work effectively, constructively and collaboratively within a team.
- An ability to show initiative and be adaptable in varying environments.
- A commitment to professional development and continuous learning.
- Proven ability to integrate IT into the curriculum and teaching practice (including knowledge of software such as Microsoft Office and related Word, Excel and PowerPoint programmes).
- A willingness and ability to participate in the School's pastoral and other co-curricular activities.
- Be highly motivated with excellent organisation and administrative skills.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.



- Actively lead your own professional development in line with the organisational objectives and VIT Registration requirements.
- The Deputy Head of Junior School, Daily Program Manager and/or Headmaster are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____

