



Position Description

Position Title	Casual Relief Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Therese's Primary School
Location	<i>Kennington</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Casual Relief Teacher
Remuneration	Casual Relief Teacher Rates as per CEMEA
FTE	Ad hoc basis
Status	Casual
Reports to	Principal and Deputy Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for

its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Therese’s School was blessed and officially opened on 1st March 1956 by Bishop Bernard Stewart. The original school, begun by the Sisters of Mercy, was spread over two campuses with the Junior School in the old St Aidan’s Orphanage and Grades 3 to 6 at the current site in Lowndes Street. The initial enrolment was 52 students. At the February census in 2023, the student population was 470 students.

The school is situated in the Bendigo suburb of Kennington, approximately 2.5 kilometres from the city centre and is open to all families who wish to seek the values of a Catholic Education.

St Therese’s has dedicated, committed and caring staff who believe the profession is a call to service.

As a community based on the teachings of Jesus Christ, Christian values permeate every aspect of school life. The relationships and interests are centred around caring for and affirming the dignity and worth of each member of the school community.

Position Summary

The Casual Relief Teacher works to ensure their priorities focus on quality teaching and learning, and the wellbeing of students and colleagues. This position is expected to maintain a high level of diverse educational methods designed to educate students whilst always adhering to the Victorian and Australian Standards of Teaching.

The primary objective of the role is to:

- ensure a continuation of learning for students in the absence of their usual teacher
- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learnings needs
- support the Catholic ethos, traditions, and practices, and apply these in classroom activities

Key Responsibilities

Leadership	<ul style="list-style-type: none">● Have the content knowledge and pedagogical practice to meet the diverse needs of all students● Provide advice about the content, processes and strategies that will shape individual and school professional learning● Use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved● Actively and publicly promote and support St Therese’s, its mission, vision and values
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	<ul style="list-style-type: none"> ● Work collaboratively and professionally with staff and the wider St Mary's community ● A strong commitment to Catholic Education and Catholic Identity ● Adhere to Child Safe, VIT and Catholic Education Sandhurst Codes of Conduct.
Student / Staff Support	<ul style="list-style-type: none"> ● NCCD adjustments made for students. ● Provide a child safe environment in accordance with the child safe standards, policies and practices ● Implement effective student management consistent with the St Mary's Behaviour Management Policy and Procedures ● Maintain current registrations and certificates (e.g. VIT, Mandatory Reporting, Disability Standards and Anaphylaxis, etc) ● Handle confidential information in an appropriate manner ● Adhere to Office Administration procedures. E.g. Completing Casual Relief Teacher Register, etc. ● Communicate effectively with staff
Operations	<ul style="list-style-type: none"> ● Following work assigned by St Therese's Staff or, if no work has been provided, conducting own planned lessons aligned with the Victorian Curriculum and Source of Life Curriculum. ● Monitor and report on student learning ● Maintain records of class attendance and recording student progress ● Implement strategies to achieve targets related to student learning outcomes ● Direct teaching of groups of students and individual students ● Undertaking other classroom teaching related and organisational duties as determined by the School ● Undertaking other non-teaching supervisory duties (e.g. yard duty and excursions) ● Contribute to creating a safe workplace and adhere to Occupational Health and Safety policies, procedures and rules within the workplace
Events	<ul style="list-style-type: none"> ● Participate in relevant school masses and community events

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Education • Registration with the Victorian Institute of Teaching (VIT) • First Aid Certificate • Anaphylaxis Certificate
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience and proven record in effective primary school learning and teaching skills, including management of composite classes/ mixed ability classes • An understanding and willingness to work within the AITSL standards framework and the Victorian Teaching Profession's Code of Conduct • Demonstrated understanding of contemporary learning and professional learning practices
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated understanding of the Church's teachings, the school's vision and mission and the Catholic teacher's role in the mission of the church
	Commitment to Child Safety	<ul style="list-style-type: none"> • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds. • Demonstrated understanding of legal obligations relating to child safety including mandatory reporting
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including the ability to communicate with children, parents, and the school community • Proven ability to work as part of a team
Desirable		<ul style="list-style-type: none"> • Accreditation to teach within a Catholic school or accreditation to teach Religious Education (or willingness to commence upon appointment) • Proven experience in using ICT to teach subject area including but not limited to Google Applications and Microsoft suite