



MELTON CHRISTIAN COLLEGE Casual Relief Teacher (CRT)

Brief Description of the Role of CRT

The Casual Relief Teacher (CRT) is a qualified, VIT-registered teacher, employed on a casual basis to temporarily cover the absences among the College's teaching team. The CRT can sometimes be given several days' notice, but often is required to be available at very short notice. The College's Daily Organiser is to do their best to give maximum notice to CRTs. Like our regular teaching-team, the CRT reports to the relevant Year Level Coordinator, who in turn reports to the Heads of School and Principal.

Main Objectives of Role

The main objective of the role is uninterrupted learning. This requires the smooth running of lessons and maintaining order in classrooms so that curricular continuity is upheld. CRTs replace teachers in all settings and in all responsibilities for the supervision and teaching of students. This includes non-classroom settings such as playground duty, excursions, and other teaching/supervising settings, as well as administrative tasks such as roll-marking, maintaining neatness in school spaces, assisting with first aid, etc.

Specific Activities and Duties

- Actively create classroom atmosphere and tone that matches MCC culture and policies.
- Actively teach by providing a safe and stimulating learning environment
- Actively teach students by delivering the curriculum material provided by the absent teacher.
- Actively teach students using methods and manner supportive of the MCC culture
- Adhere to the VIT Code of Conduct and Code of Ethics
- Passively teach by demonstrating personal and professional standards matching MCC guidelines and culture.
- Proactively complete the administrative requirements for responsible supervision of students.
- Respond professionally to the differing learning needs and strengths of all students, including students with special needs.
- Work collegially with other teachers and respond intelligently and professionally to challenges or crises.
- To supervise a student/s in the playground if deemed necessary.
- To accompany a student/s on excursions.
- To aide in helping ALL students who need extension whether gifted or other extensions re academic, social, or emotional development.

Occupational Health and Safety

The Casual Relief Teacher has delegated responsibility from the Principal to:

- Ensure that College Health and Safety Policy and procedures are followed by the students in their care.
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class-group and students they work with.
- Ensure that College safety systems are implemented, and compliance is regularly checked.
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action.
- Support Management and Colleagues in performing their roles in relation to health and safety matters.

Child Safe Culture

The Casual Relief Teacher has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their class-group and students.
- Be familiar with and promote familiarity with the College child safe policy.
- Be familiar with and promote familiarity with the VIT Code of Conduct, and the additional points that establish the College's expectations for appropriate behaviour with children.
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Be familiar with and promote familiarity with processes for responding to and reporting suspected abuse.
- Always work to identify and reduce or remove risks of child abuse.
- Always work towards appropriate participation and empowerment of children.

Conditions

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training.