



Ballarat High School

JOB DESCRIPTION Casual Relief Teacher

TIME FRACTION	Casual – up to 6 hours/day
JOB TITLE	Casual Relief Teacher
EMPLOYMENT PERIOD	Casual
JOB OPENING NO.	Not Applicable
APPLY BY	Expressions of Interest

School Profile

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner.

Ballarat High School commenced in 1907 as Agricultural High School and today has a student population of 1500 students. Ballarat High School has a long history and tradition of providing a quality education to the youth of Ballarat. While the school has changed physically over its hundred-year history, what has not changed is the significant contribution it makes to many young lives.

We endeavour to provide an inclusive, positive, respectful learning environment for all students. We believe in educating the whole person and acknowledge the correlation between student wellbeing, connectedness, and academic achievement. Our mission is to provide the right supports, to the right students at the right time.

Our values of Pride, Respect and Responsibility under the motto of Duty Always ensure we build and maintain strong and positive relationships. We focus on teaching and learning improvement strategies that will raise standards and outcomes for all individuals in a culture of high expectations, collaboration, shared values and trust.

Capital infrastructure upgrades in recent years have provided wonderful learning spaces and contribute to our positive, safe and inclusive school environment.

Please visit www.ballarathsvic.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 Compass. Training is provided in the use of Compass to support that process.

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 and/or have demonstrated experience in the curriculum area(s) specified for the position.

VIT Lantite

To be eligible for employment, transfer or promotion in the principal or teacher class a person must have provisional or full registration from the Victorian Institute of Teaching. In addition, from 3 August 2020, to be eligible for employment in the principal class or teacher class, a person who graduated from a Victorian Initial Teacher Education program after 1 July 2016, must demonstrate that they have passed the literacy and numeracy test for initial teacher education (LANTITE) requirements. This condition is satisfied where the LANTITE requirement is part of the Victorian Initial Teacher Education program completed by the person.

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. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/child-safety/child-safe-standards).

Ballarat High School's Child Safety Code of Conduct is available from our website.

EEO and OHS Commitment

The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. 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. It is our policy to provide reasonable adjustments for persons with a disability (see Workplace adjustment guidelines).

DE Values

The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DE values is available at <https://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Expressions of Interest Application

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

Expressions of Interest should be submitted directly via email to: ballarat.hs@education.vic.gov.au Attention: Personnel Manager, marked "Confidential – Casual Relief Teacher Expression of Interest".

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, their contact numbers and email addresses must be included in the application.
- Photocopy of your VIT card (front and back) must be included.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au