



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Senior School Relief Teacher
Date established:	February 2024
Reports to:	Relief Coordinator

POSITION OVERVIEW

The Relief School Teacher places student learning and well-being at the forefront of all they do and possess a great understanding of Senior years education. The incumbent provides valuable casual support to the Senior School and can expect to be contacted for a shift at short notice. Relief Teachers are directed by the Relief Coordinator and must be available to work from 8am until 4pm.

The incumbent possesses an interest in developing and delivering engaging curriculum that meets the individual needs and interests of students are highly desirable. The ability to utilise and integrate technology to complement student learning would also be an advantage.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Relevant senior teaching qualification.
- Previous experience working as a Senior School Teacher (desirable).

Skills and Abilities

- Demonstrate teaching experience using interdisciplinary inquiry-based learning.
- Have an understanding and awareness of issues related to children's development, education and pastoral needs.
- Demonstrate a comprehensive understanding of current educational issues.
- Capacity and willingness to contribute to the School's co-curricular program.
- Exemplify outstanding classroom pedagogy.

- Proven ability to effectively engage students.
- An ability to modify instructions to deal with individual needs.
- Solid understanding of program requirements and curriculum planning for children in Primary years (including those with special needs).

Personal Attributes & Values

- Have outstanding skills in communication with families.
- Be a committed, enthusiastic and innovative member of staff.
- Demonstrate a passion for primary years education.
- Demonstrated ability to effectively collaborate with other teachers, and work as part of a team.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Teaching Duties

The role encompasses the execution of the following core tasks and responsibilities:

- Deliver an integrated curriculum.
- Participation in planning and executing events for your class.
- Differentiating curriculum for mixed ability classroom.
- Teach your class in an enthusiastic and motivating manner.
- Administer appropriate assessment tasks.
- Remain up-to-date with the Australian Curriculum.
- Provide meaningful feedback on student learning.
- Liaise with colleagues and learning support staff on pastoral and academic matters.
- Contribute to team/staff meetings.

Pastoral Care

All teachers at Guildford Grammar School are fully involved in the pastoral and co-curricular development of our students, further all staff are supportive of the Anglican ethos of the School.

Co-Curricular Development

The successful applicant will be actively involved in the co-curricular program, which includes activities that extend beyond the 'normal' school day. This may include some lunch time club and afternoon sporting activities. Relief teachers are expected to be available from 8am until 4pm to assist with after school sports/co-curricular activities when required.

Proactively influence student enjoyment of the Arts and support the whole School pastoral care initiatives.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.