

POSITION DESCRIPTION

DAILY RELIEF TEACHER

MORRIS – FRIENDS' PRIMARY YEARS



POSITION HOLDER:	VACANT
SECTION:	Morris – Friends' Primary Years (Kindergarten to Year 6)
POSITION REPORTS TO:	Head of School, Early Learning to Year 6
PERIOD OF APPOINTMENT:	18-month contract
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Appropriate level under The Friends' School Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERCENTAGE OF FULL-TIME:	Full -time 30 contact hours per week

PRIMARY DUTIES

- o Teaching practices which align with The Friends' School's Principles of Learning, Learning Partnership Understanding and Purpose and Concerns, as well as the Quaker ethos.
- o Knowledge, acceptance and implementation of School Policies and Guidelines.
- o Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all school matters.
- o Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive.
- o Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the school's requirements in reporting student progress to students and their parents.
- o Willingness to teach across a range of year levels and/or disciplines if qualified to do so.
- o Commitment to the school's professional development program and alignment with the school's improvement plan and strategic priorities.
- o Ability to work positively and collaboratively as part of a team.
- o Communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- o Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- o Commitment to expectations in regard to supervisory duties, Assemblies, Gatherings and routine administrative duties.

- o Complete all required professional development and meet administrative/reporting deadlines.
- o Behave and work in alignment with most up-to-date version of the Expectations of Teachers at The Friends' School and the requirements of the Tasmanian Teachers Registration Board.

SPECIFIC DUTIES AND EXPECTATIONS OF THE ROLE

This position requires the teacher to be able to meet the needs of The Friends' School by taking on responsibility for a range of classes with different needs. The day-to-day expectations change depending on the requirements of the school, classes and students, such as: -

- o Teaching classes K-6;
- o Completing playground duties;
- o Supervising excursions as a support staff member,
- o Covering teachers on leave,
- o Work closely with the E-6 Coordinator to meet the needs of the school on a daily basis
- o Teach a variety of classes on a daily basis as the school requires.
- o Whenever possible collaborate with colleagues to ensure the class program and routines continue
- o Work in a team dedicated to the school's needs including day-to-day supervision, duties and responsibilities.
- o Participate in the pastoral care system being actively engaged in supporting all students in a kind and caring manner.
- o Participate in the School's co-curricular program
- o Attend weekly staff meetings

SELECTION CRITERIA

1. Show strong support for The Friends' School Purpose & Concerns and Learning Partnership Understanding.
2. Have a thorough knowledge of the Australian Curriculum and methodology across a number of year groups (K-6).
3. Appropriate tertiary qualifications required and to be a fully qualified teacher registered to teach in Tasmania.
4. Have the ability to develop and deliver effective teaching and learning programs which are accessible and engage all students.
5. High level of interpersonal and collaboration skills in dealing with students, parents and staff.
6. Have the skills and disposition required to take responsibility for effective teaching and pastoral care of students.

7. Highly developed verbal communication skills.
8. Ability to work safely in a school environment and be fit to carry out the duties of the position.
9. Possess the skills and knowledge required to used relevant ICT and learning management systems as an integral part of teaching practice.
10. Be at ease with the Quaker values and ethos of The Friends' School.

KEY RELATIONSHIPS

- o Head of School – early Learning to Year 6
- o Deputy Heads of High School
- o Early Learning to Year 6 Coordinator
- o Colleagues
- o Students
- o School Community

DELEGATIONS

- o Nil

CONDITIONS OF EMPLOYMENT

- o A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (Teachers) Enterprise Agreement 2021*.
- o General conditions of employment will be in accord with *The Friends' School (Teachers) Enterprise Agreement 20210* and *The Friends' School Staff Code of Conduct*.
- o Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- o In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid.
- o Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- o All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the school. Current Working with Vulnerable People Registration (employment category) is also required.
- o It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- o In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the school; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the school that has been notified to staff.
- o The Friends' School is an equal opportunity employer

CONFIDENTIALITY

Given the role of working in a School creates an environment where you will have access to confidential student information it is critical for the school to explicitly state the following.

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your Obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

I have read and understood the expectations of this position description

Name:

Date:

Signature: