

## Temporary Relief Teacher – Secondary

### ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Temporary Relief Teacher - Secondary (TRT)
<b>CLASSIFICATION:</b>	Teaching
<b>DURATION:</b>	Casual/Relief
<b>COMMENCEMENT:</b>	ASAP
<b>RESPONSIBLE TO:</b>	Deputy Principal Staff and Strategy
<b>KEY RELATIONSHIPS:</b>	Deputy Principal Staff and Strategy, Director of Administration, Leader of Learning Design & Technologies
	<b>External:</b> College community, families and visitors, and other service providers
<b>LOCATION:</b>	Based at the Secondary Campus, Henley

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### PURPOSE AND ROLE ACCOUNTABILITY

TRT Teachers will work collaboratively with leaders, colleagues, and others as applicable to facilitate positive learning by students in the absence of their regular teacher.

St Michael's College is a Catholic co-educations College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

#### Community

We are an inclusive and respectful community where each individual is known, valued and cared for enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

#### Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

#### Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners, and leaders in the world.

#### **DUTIES:**

- Contribute to a culture of academic excellence in the quality and delivery of the programs, assessment tasks, and feedback
- Demonstrate sound knowledge and skills in contemporary and inclusive pedagogies that promote engagement and learning for all students
- Ensure that delivering of lessons meet the needs, interests and abilities of all students including Gifted and Talented and those with additional needs
- Support students with additional needs, working collegially with the Inclusive Education and Pastoral Teams
- Teach authentic and differentiated learning experiences in alignment with the Australian Curriculum and the SACE (as appropriate)
- Maintain a positive learning environment, ensuring appropriate learning experiences which foster curiosity and challenge
- Incorporate literacy, numeracy, technology (ICT), and general capabilities (Australian Curriculum and SACE), in the teaching program (as appropriate)

#### **Student Wellbeing and Pastoral Care**

- Demonstrate a sound understanding of student wellbeing and pastoral care
- Develop positive relationships with students and parents (where appropriate),
- Use the Learning Management system to record pastoral, learning or adjustment notes
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk
- Apply behaviour management skills in line with College policy, which aims to re-establish positive expectations, behaviours and relationships

#### **Other Professional Responsibilities**

- Complete administrative tasks accurately and on time
- Undertake supervision of duties punctually and diligently
- Maintain high standards of professionalism and high expectations. Be willing to participate in all aspects of College life and have the ability to develop positive relationships with students, parents/caregivers, colleagues, and the wider community.
- Perform other duties as required by the Principal and Deputy Principals.

#### **ROLE PERSONAL SPECIFICATIONS**

- Supervise and direct students in safe practice within the Design and Technology learning spaces
- Excellent verbal and written communication
- A “can do” attitude
- Flexible, enthusiastic and highly motivated
- Collaborative team-member.
- Respectful of others
- Appropriate professional dress
- Ability to work in a team
- Conscientious and reliable
- Student-focused attitude
- Values driven

## QUALIFICATIONS AND EXPERIENCE

### Essential

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA (including completion of the Grad Cert in Catholic Education within 5 years of appointment)
- Completion of required core training programs prior to, or as soon as possible after appointment
- Experience teaching years 7-12 Design & Technology, including familiarity in some or all of Wood, Metal, STEM, Electronics

## CERTIFICATIONS

- Current Driver's Licence
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers  
(Reference: Division 4, Section 28 – SA WHS Act 2012)

## PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct  
[CodeofConduct\\_SACCS\\_May2020.pdf](#)
- This Code applies to the standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times

- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: May 2025