



# LINDISFARNE

Anglican Grammar School

## Position Description

<b>Position:</b>	Relief Teacher
<b>Immediate Supervisors:</b>	Director of Human Resources / Head of Sub-School
<b>Subordinates:</b>	None
<b>Award/Agreement:</b>	<i>Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021</i>
<b>Classification:</b>	Casual Teacher

### Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

### Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

### Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

## Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

**Our Aspiration:** A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

**Our Aspiration:** A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21<sup>st</sup> century learning needs.

- **Initiatives**

**Our Aspiration:** A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

**Our Aspiration:** A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

## The Role

Relief teachers cover classes where regular teachers are absent for a short period of time. It is expected that relief teachers always behave in a manner that is professional, demonstrating excellent interpersonal skills and the capacity for effective communication. These employees must also demonstrate a commitment to achieving best practice in matters relating to student wellbeing, curriculum delivery and feedback. It is also important that they are able to work effectively with all other staff members of the School.

## Responsibilities and Accountabilities

The Classroom Teacher is responsible for:

- Provide a duty of care and "as normal" learning environment in the classroom for students whilst their regular teacher is absent
- Deliver the curriculum material provided by the absent teacher
- Actively supervise students to ensure the set work is being completed;
- Take the student roll via Teacher Kiosk in every class
- Maintain standards of student care and discipline in and outside of the classroom;
- Undertake yard duty and other supervision duties as requested
- Promote the mission and ethos of the School and model appropriate standards of behaviour.

- Refer matters of concern in relation to students to the relevant Head of Sub School/Year Coordinators or Heads of House

It is a requirement that teachers are loyal to the ethos of the School and will demonstrably enact School Policies and support the Principal and Senior Leadership of the School.

## Essential Criteria

Teachers must:

- Have knowledge of the curriculum of the relevant academic discipline, and an understanding of the NSW Curriculum;
- Demonstrate knowledge, skills and experience against the AITSL Professional Standards for Teachers;
- Be accredited with the New South Wales Education Standards Authority (NESA);
- Have a NSW Working with Children Check (WWCC);
- Wear appropriate professional attire;
- Have appropriate ICT skills and a preparedness to integrate ICT skills into the learning process.

## Key Considerations

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- A strategic and visionary thinker
- A successful communicator
- A goal oriented achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

*The duties and responsibilities of the Relief Teacher may vary from time to time.*