



**SCOTCH OAKBURN COLLEGE**  
CREATING THE FUTURE

## POSITION DESCRIPTION **Relief Teacher**

TITLE:	Relief Teacher, Penquite
AWARD/AGREEMENT:	Scotch Oakburn College (Teachers) Enterprise Agreement
EMPLOYMENT STATUS:	Casual
REPORTS TO:	Deputy Principal, Penquite
LOCATION:	Penquite Campus (Middle and Senior Schools)
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>Bachelor of Education (or equivalent)</li> <li>First Aid qualification: Provide First Aid in an Education and Care Setting (HLTAID012)</li> </ul>
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> <li>Working with Vulnerable People (Children) Registration</li> <li>Registration with Tasmanian Teachers Registration Board</li> </ol>

### **The College:**

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6 to 8) and Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



**Scotch Oakburn College** is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



**The Role:**

This position is based in the Middle and Senior Schools on our Penquite Campus.

All teachers work collaboratively in a team committed to building exciting learning environments that engage and challenge young learners. Scotch Oakburn delivers the Australian Curriculum through innovative learning programs designed to cater for the learning needs and personal development of each student. This role does not include a formal cocurricular commitment. On occasion, requests may be made to assist with unplanned cocurricular staff absences.

In lieu of the cocurricular, curriculum planning, marking, parent liaison, community liaison, Professional Learning Team (PLT) commitments, Assembly and Year Level Meeting requirements of a typical teacher, this role attracts a higher component of face-to-face teaching, pastoral care commitments and Yard Duties within the overall Teacher Duties. It is mutually agreed that this comprises up to five periods of Relief teaching, two Duties and a Period 3 Mentor allocation each day.

**Key Duties and Responsibilities:**

- Develop and implement age-appropriate lesson plans and teaching materials aligned with the Australian Curriculum. As a dynamic teacher, provide motivation for all learning areas, developing general capabilities and connect big ideas through cross-curriculum priorities, all aimed to ensure students are inspired and highly engaged to learn.
- Identify and address the diverse learning needs of students, including those with individual learning needs or disabilities. Differentiate teaching to accommodate different learning styles and abilities as required. Contribute to the development on Individual Education Plans, including evidence collection.
- Provide the pastoral care needs of students and promote positive student behaviour. Facilitate a restorative justice approach to behaviour management when required.
- Collaborate with other teachers and learning assistants to plan and contribute to class projects, school events, excursions, and other experiential learning activities, including Education Outdoors Program (does not include requirement to attend overnight camps).
- Engage in continuous professional development by staying updated with current educational trends, and relevant training sessions. Reflect on teaching practices, seek feedback, and implement evidence-based strategies to enhance teaching effectiveness and student outcomes.
- Complete administrative tasks such as attendance records, record keeping, and organisation of classroom resources. Adhere to school policies and procedures, including those related to health and safety, student welfare, and reporting incidents.
- Undertake supervision of students across the Penquite Campus to ensure the College provides its Duty of Care for the health and wellbeing of all students. Undertake all rostered duties, including before school, after school, recess/lunch, bus and gate duties.
- Observe all College's policies and procedures, in particular the College Code of Conduct.
- Undertake any additional duties as assigned by the Head of Department, Director of Teaching and Learning and Deputy Principal, Penquite, to support the objectives of the College.

**Level of Accountability**

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a highly collaborative role, with general direction provided on a day-to-day basis. Guidance and advice are available from the Head of Department, Director of Teaching and Learning and Deputy Principal, Penquite as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

**Organisational Relationships**

Reports to: Deputy Principal, Penquite

Direct Reports: Not applicable

Key Internal Relationships: Penquite Daily Organiser  
Teaching Department staff members  
Deputy Principal, Penquite  
Director of Teaching & Learning, Penquite  
Members of the Penquite staff team  
Students

External Relationships: Parents, carers and other members of the College community  
Organisations with whom the College deals

Leadership Teams: Not applicable

**Safeguarding Children and Young People**

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required maintain valid Working with Vulnerable People documentation and undergo periodic national criminal history record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

**Work Health and Safety**

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,

- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

**Knowledge and Experience:**

Professional experience is required in:

- Flexibility and agility in program design, planning and delivery,
- Upholding behavioural and learning expectations for students, and
- Collaborating effectively within dynamic team-based environments.

Demonstrated knowledge and understanding of:

- Teaching and learning pedagogy and pastoral welfare, and
- Current safety, compliance and risk management practices related to education.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

**Key Selection Criteria:**

1. Teaching and Learning: Proven ability as an outstanding teacher, with demonstrated passion for inspiring, guiding and supporting young and adolescent children in realising their potential. Proficient in a range of instructional strategies and pedagogical practices, knowledge of inquiry-based learning advantageous.
2. Education: Demonstrated experience incorporating all facets of education. Ability to establish a positive and inclusive learning environment that promotes character development, with demonstrated skills in managing student behaviour to foster a respectful and collaborative culture.
3. Safety and Risk Management: Proficient understanding of the regulatory requirements underpinning education delivered in a physical environment, with highly developed judgement and risk management skills to support the safe and effective delivery of programs.
4. Collaboration and Teamwork: Strong interpersonal and communication skills to collaborate effectively with colleagues, parents, and the wider school community. Demonstrated ability to foster a strong sense of teamwork in the delivery of program objectives.
5. Agility and Organisation: Demonstrated agility, with well-developed organisational skills and proven ability to adapt within dynamic environments. Able to manage complex logistical arrangements in real time.
6. Safeguarding Children: a demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.