



POSITION DESCRIPTION

POSITION: Casual Relief Teacher (CRT)
DEPARTMENT: Teaching and Learning
DATE PREPARED: March 2025
REPORTS TO: Principal / Deputy Principal

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY

Casual Relief Teachers (CRTs) at Monivae College play a vital role in ensuring continuity of learning for students in the absence of regular teaching staff. CRTs deliver planned lessons,

maintain classroom engagement, and uphold the College’s values and expectations. They are responsible for fostering a supportive and inclusive learning environment while effectively managing classroom behaviour.

Key responsibilities include:

- Delivering pre-prepared lesson plans to ensure continuity of learning in the absence of regular teaching staff.
- Maintaining a positive and engaging classroom environment that supports student learning and well-being.
- Managing student behaviour effectively in line with the College’s policies and expectations.
- Providing supervision and support during class, recess, lunch, and other assigned duties as required.
- Ensuring student attendance is recorded accurately and reporting any concerns to relevant staff.
- Upholding the College’s values and fostering a respectful and inclusive learning space.
- Communicating professionally with students, staff, and leadership to ensure a smooth transition for returning teachers.
- Adapting to various subject areas and year levels as required, demonstrating flexibility and professionalism.
- Following school protocols for student safety, emergency procedures, and risk management.

Casual Relief Teachers at Monivae College are expected to demonstrate strong classroom management skills, adaptability, and a commitment to the College’s mission and values. This role requires professionalism, reliability, and a passion for student learning and engagement.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Teaching and Learning	<ul style="list-style-type: none"> • Deliver pre-prepared lesson plans and ensure student engagement in learning activities. • Provide a structured and supportive classroom environment that promotes learning. • Adapt teaching strategies to meet the needs of diverse learners. • Maintain accurate records of student attendance and lesson progress. • Provide basic feedback to the regular teacher and Daily Organiser regarding student performance and any notable classroom occurrences.
Classroom and Student Management	<ul style="list-style-type: none"> • Create a positive and respectful classroom culture in line with Monivae College’s values. • Effectively manage student behaviour in accordance with the College’s policies and procedures.

	<ul style="list-style-type: none"> • Ensure the safety and wellbeing of all students in the classroom and during school activities. • Follow school emergency and risk management procedures where necessary.
Professional Conduct and Communication	<ul style="list-style-type: none"> • Demonstrate professionalism in all interactions with students, staff, and parents. • Communicate effectively with school leadership and relevant staff regarding teaching assignments. • Maintain confidentiality and comply with the College's policies and procedures. • Engage respectfully with the Monivae College community.
General Duties	<ul style="list-style-type: none"> • Supervise students during recess, lunch, or other designated times as required. • Contribute to the College's positive learning environment. • Follow administrative procedures such as marking rolls and reporting incidents.

KEY SELECTION CRITERIA	
Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • A current Victorian Institute of Teaching (VIT) registration. • A recognised teaching qualification (Bachelor of Education or equivalent). • Experience in secondary education with demonstrated ability to manage classrooms effectively. • Strong understanding of curriculum requirements and effective teaching methodologies. <p>Desirable</p> <ul style="list-style-type: none"> • Experience teaching in a Catholic, MSC or independent school setting. • Familiarity with digital learning tools and platforms. • Ability to teach across multiple subject areas.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong classroom management and organisational abilities. • Ability to work collaboratively and independently. • Adaptability and resilience in a dynamic school environment. • Commitment to upholding the values and ethos of Monivae College.
Commitment to Catholic Education	<ul style="list-style-type: none"> • Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.
Commitment to Child Safety	<ul style="list-style-type: none"> • Understanding of and commitment to legal and moral obligations relating to child safety. • A demonstrated understanding of child protection policies (e.g., mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct.

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies

	and Procedures as provided as part of the Induction Program and ongoing Training Program.
External Liaisons	<ul style="list-style-type: none"> • Missionaries of the Sacred Heart • Victorian Catholic Education Authority • DOBCEL
Conditions	Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.
Review and Appraisal	CRTs are subject to performance monitoring, including feedback and professional development as required.
Professional Development	Undertake professional development in line with the College's policies to ensure continual growth in teaching practice.

No position description can be entirely comprehensive. CRTs may be required to undertake other duties as directed, consistent with the position's broad responsibilities.