

Relief Teacher – Junior School

JOB DESCRIPTION

Reports to: Deputy Head of Junior School – Pastoral Care

Department: Junior School

Position Summary

The Junior School Relief teacher provides the best possible education for the boys within their classroom and contributes to the pastoral care and co-curricular programmes of the School as required.

The School follows the Primary Years Programme of the International Baccalaureate (IB) for Years PK-5. Our pedagogy is inquiry based with a strong emphasis on the development and consolidation of basic skills. We provide an enriched curriculum that blends the Scope and Sequence documents of the IB with the Australian and Western Australian Curricula.

Essential Criteria

Education and training

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education
- Registration with the Teacher Registration Board of Western Australia

Core competencies (knowledge, skills, and experience)

- Ability to build trusting relationships with children, parents, peers, and other staff
- Attention to deliver engaging lessons that stimulate and educate students
- Competent technology skills relevant to the teaching areas
- Excellent manner in dealing with staff, students, parents, and general public
- Ability to work as part of a team and independently
- Ability to work under pressure
- Punctual and flexible, with good time management skills
- Ability to prioritise
- Ability to maintain confidentiality
- Ability to show initiative and to be proactive

Additional requirements and values

- Ability to have access and use Schrole Relief App to accept relief jobs in a prompt and timely manner.
- Flexibility of working hours
- Eligibility for registration as a teacher in Western Australia
- Working with Children Clearance

- A demonstrated commitment to the promotion of the College, as a Uniting Church in Australia school, in accordance with the College's Vision, Mission and Values
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines
- Recognise Scotch College is a Child Safe Organisation and uphold the College community's commitment to a shared culture of child safety.

Core Responsibilities and Tasks

Teaching Practice

The role of a Junior School relief teacher includes the following responsibilities:

- Present learning experiences that are student centered and outcomes focused based on the WA curriculum Framework and the International Baccalaureate's Primary Year's Programme
- Use Information and Communication Technologies to present engaging and challenging learning experiences
- Keep accurate records of each student's attendance, progress, and assessment. Handover notes to teachers.

Pastoral Care

All Junior School relief teachers have pastoral responsibilities within the School. The key tasks of each teacher include:

- Develop an open relationship based on mutual trust with the boys
- Monitor each boy's behaviour development and report any behavioural issues to the Deputy Head of Junior School – Pastoral Care
- Where appropriate provide feedback which summarises a student's role in the class and his participation in the programme
- Develop and maintain open lines of communication with staff
- Report any concerns to the Deputy Head of Junior School – Pastoral Care

Spirituality

- Behave in a way that is in sympathy with Scotch College, which is an active member of the Uniting Church in Australia
- Support the work of the Chaplain by attending Worship and the exploration of spiritual themes within the classroom as required
- Recognise spiritual search for meaning as an essential element of our common humanity

Professional Development

- Keep up to date with curriculum and resource development
- Maintain adequate technology competencies
- Attend appropriate seminars and courses to maintain professional teaching standards
- Maintain relationships with professional association (e.g. Curriculum Council, AISWA)

Service and Teamwork

- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner
- Maintain professional confidentiality concerning information about staff and/or students
- Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained
- Operate as a 'team player' at all times and fully support the Head of Junior School, the leadership team, and activities of the College

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Leadership's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 7 April 2025