

## Position Description

<b>Position Title</b>	SEDA College Casual Relief Teacher
<b>Department</b>	Operations
<b>Reports To</b>	Regional Manager

### Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

The SEDA College Board has entered into a contract with the SEDA Group that allows the College to deliver the SEDA model and its curriculum, while providing access to leading Victorian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model's success in engaging, educating and empowering young people since 2007.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

## SEDA College Casual Relief Teacher

### Specifics

The Casual Relief Teacher is responsible for the facilitation and delivery of curriculum to a group of students within either the Sports Development or Building and Trade program. They are responsible for creating and maintaining a safe work environment within the facility they are working from and, as required, need to manage relationships with a variety of key personnel. Duties are fulfilled following direction from the relevant Regional Manager or Assistant Principal.

A further descriptive list of key responsibilities and relationships, along with qualifications required to fulfill the role can be read below.

### Position Overview

SEDA College teachers are responsible for facilitation, training and assessment within the Development and Talented Player Programs. The position is based at an approved venue within the local community.

### Expectations

THE PROGRAM	
Key Accountabilities	Overview
Facilitation of Curriculum Delivery	<ul style="list-style-type: none"> <li>• Create a safe, healthy and productive class atmosphere</li> <li>• Deliver curriculum and assessment material</li> <li>• Maintain all assessment and reporting documentation including records/reports for all participants</li> </ul>

<b>THE PROGRAM</b>	
<b>Key Accountabilities</b>	<b>Overview</b>
	<ul style="list-style-type: none"> <li>• Assess curriculum and assessment material (as required and following direction from the Regional Manager)</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>• As required:</li> <li>• Liaise with parents/carers about the progress of students within the program</li> <li>• Liaise with relevant schools, community agencies, employers and local government</li> <li>• Liaise with the relevant partner organisation's staff to coordinate events, programs and activities</li> <li>• Maintain communication with other key stakeholders</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Work as an effective team member, sharing responsibilities and working collaboratively with others to ensure the best outcomes for parents/carers and young people accessing the program are achieved</li> <li>• Adhere to all relevant organisational policies and procedures</li> <li>• Establish and build effective relationships with students/parents/carers</li> </ul>
<b>Facilitate continuous improvement of all programs</b>	<ul style="list-style-type: none"> <li>• Maintain mechanisms to ensure that participants, parents, staff, partnership organisations and colleagues are able to have input into the program</li> <li>• Participate in the evaluation and improvement of the program as required</li> </ul>
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>• As directed by the Regional Manager or other Manager, undertake other duties that are appropriate to the level of the position and incumbent's abilities</li> <li>• Attend and participate in relevant staff, department meetings and planning workshops as required</li> <li>• Act in accordance with SEDA College's values and policies and procedures</li> </ul>

THE PROGRAM	
Key Accountabilities	Overview
	<ul style="list-style-type: none"> <li>Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety.</li> </ul>
<b>Child safe</b>	<ul style="list-style-type: none"> <li>Follow the College policy on Child safe and Mandatory reporting</li> <li>Adhere to the expectations described in the staff code of conduct</li> </ul>
<b>Colleagues</b>	<ul style="list-style-type: none"> <li>Develop and maintain positive working relationships with SEDA College staff at all levels.</li> <li>Actively share best practice</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>Develop strong relationships with parents to establish and maintain consistent expectations between the classroom and students work habits outside.</li> <li>Adhere to the SEDA College parent communications guidelines.</li> </ul> <p>*Refer to relevant section of Staff Handbook</p>
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>Attend and participate in relevant department meetings, planning workshops and professional development</li> <li>Undertake other duties which are appropriate to the level of the position, as directed by SEDA College Management</li> <li>Act in accordance with SEDA and SEDA Group values and policies and procedures</li> <li>Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety.</li> <li>Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent's skills and competence.</li> <li>Maintain Working with Children's Check or VIT registration</li> </ul>

Key Selection Criteria
<b>Skills and Experience</b> <ul style="list-style-type: none"> <li>Victorian Institute of Teaching Registration</li> <li>Current First Aid &amp; CPR certificate</li> </ul>

<b>Key Selection Criteria</b>
<ul style="list-style-type: none"><li>• Certificate IV in Training and Assessment TAE40116 (preferred, but not essential)</li><li>• Current Driver's Licence</li></ul>



The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

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**Position Description Acceptance**

I \_\_\_\_\_ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed ..... Date .../...../.....