



**Overnewton**  
Anglican Community College

# Casual Relief Teacher (Primary and Secondary)



# Child Protection Statement

Overnewton Anglican Community College (the College) has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires the College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with the College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

## Position Overview

Position Title	Casual Relief Teacher
Campus	Canowindra and Yirramboi
Reports to	College Daily Organiser Deputy Principal / Head of Campus
Time Fraction	Casual daily basis, as required
Tenure	Casual
Effective Date	To be determined based on College needs and recruitment requirements

## Position Summary

We are seeking passionate and dedicated teachers to express their interest in casual teaching opportunities at our Canowindra Campus (Prep – Year 4 and Year 9) and Yirramboi Campus (Years 5 – 8 and 10 – 12). We make every effort to provide advance notice of available workdays, based on your stated availability, which will be discussed throughout the application process.

As a Casual Relief Teacher, you will play a key role in ensuring the seamless continuity of education for our students across various year levels. You'll step into classrooms to provide essential instruction, support, and guidance in the absence of the regular teacher. This role requires flexibility, adaptability, and a genuine passion for nurturing a positive and dynamic learning environment.

# Key Responsibilities

The Casual Relief Teacher is responsible for:

- Delivering engaging lessons and ensure curriculum objectives are met
- Managing classroom behaviour effectively and create a safe, respectful atmosphere for learning
- Adapt teaching methods and materials to meet the diverse needs of students.
- Communicating regularly with staff to understand lesson plans and expectations.
- Providing feedback on student progress and contribute to a collaborative teaching environment.

# Key Selection Criteria

- Hold a current registration with the Victorian Institute of Teaching (VIT)
- Previous experience with the implementation of visible learning
- Knowledge of restorative practices
- Strong written and verbal communication skills
- Suitable teaching qualifications and relevant leadership experience.
- Post graduate qualifications, preferably at the Masters level related to wellbeing
- Ability to nurture a positive and dynamic learning environment
- Ability to improvise or adapt lessons and activities when required, ensuring continuity in student learning regardless of the circumstances
- A sound knowledge of, or experience in a comparable independent school setting will be highly regarded.
- A commitment to the Overnewton Anglican Community College values.

# Application and Selection Process

## Application Process

Written application should be emailed to [recruitment@overnewton.vic.edu.au](mailto:recruitment@overnewton.vic.edu.au) and must include:

- A brief cover letter, addressing the Key Selection Criteria and outlining why you are the ideal candidate for this position, Maximum 1 page;
- A CV, of no more than three pages, highlighting key responsibilities and achievements in previous roles;
- VIT number and relevant certifications (such as Asthma, Anaphylaxis certifications, etc)

## Selection Process

Initially, candidates will be phone screened with subsequence steps outlined by the College Daily Organiser.

Final appointments are made by the College Daily Organiser or delegate. Details of employment conditions, including salary, will be negotiated with the preferred candidate.

Overnewton Anglican Community College reserve the right to withdraw any vacancy at any time. Applications will be processed as they are received, rather than waiting for the advertisements closure date so you are encouraged to apply promptly.