



# Rockhampton Girls Grammar School

Est 1892

## ROLE DESCRIPTION

### RELIEF TEACHER

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

### OUR VISION

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and community so that girls:

- are inspired, challenged and supported to be strong in mind, body and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning- 'Non Scholae, Sed Vitae'; and
- embrace the School's values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

### OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

### OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

### OUR MOTTO

Clever, Confident and Connected.

## THE ROLE

Position Title: Relief Teacher  
Employment Type: Casual  
Reports to: Deputy Principal - Studies  
Date Prepared: 22 November 2023

## POSITION OBJECTIVE

All Teachers which includes Relief Teachers at Rockhampton Girls Grammar School play an important role in creating a positive, safe and encouraging culture for learning. Teachers are expected to develop and promote creativity and high order thinking skills to increase the performance of our students. Teachers are to exhibit the highest standards of professional practice.

## TEACHING STAFF COMMITMENT

All teachers are expected to support our students in both curricular and cocurricular care. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning, and challenge and provide opportunities for students to have a whole of school experience. Staff must continue their professional development and participate in any mandatory training.

## RESPONSIBILITIES AND DUTIES SUMMARY

### TEACHING, LEARNING, ASSESSMENT AND REPORTING AND GENERAL DUTIES

- Punctually attend lessons and duties including supervision of classes and out of class duties.
- Maintain accurate records of student attendance.
- Come prepared to all lessons and ensure lessons plans follow set curriculum.
- Knowledge of the Australian Curriculum and QCAA senior school syllabuses.
- Ability to implement the Rockhampton Girls Grammar Care program.
- Ability to embed ICT within teaching and learning programs.
- Ability to deliver and document effective teaching and learning programs in line with school programs, policies and procedures.
- Collaborate with colleagues to enhance learning outcomes for students.
- Punctually attend all required meetings.
- Participation in House and Sporting events as required.
- Develop a stimulating, inclusive learning environment by using a variety of styles and approaches to cater for individual learning needs.
- Use a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.
- Provide regular, timely and positive feedback to students on their progression within a lesson.
- Participate in Professional Learning and/or Development as required to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.

### DUTIES OUTSIDE OF SCHOOL HOURS

- Promote the interests of Rockhampton Girls Grammar School.
- Roving duties throughout the school.
- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Any other duties as may reasonably be directed by the Daily Organiser or Deputy Principals.

## KEY PERSONAL CHARACTERISTICS

- A genuine interest and commitment to the wellbeing, development and education of every student.
- A belief in the potential of every child to become a well-adjusted, contributing and compassionate member of the community.
- An ability to work collaboratively with colleagues and communicate effectively with parents.
- Emotional resilience and conflict management skills.
- A commitment to professional and personal development.
- Strong interpersonal skills and the capacity to develop and sustain productive relationships with students, parents, staff and other relevant stakeholders.
- A commitment to the Rockhampton Girls Grammar School ethos and culture.

## ESSENTIAL COMPETENCIES

- ICT competency, including proficiency with relevant software including Teams and OneNote.
- Excellent interpersonal and problem-solving skills
- Ability to work autonomously and as part of a team.
- A willingness to fully engage in annual goal setting and professional reviews.
- A comprehensive knowledge of the Australian Curriculum, and an understanding of the AITSL Professional Standards for Teachers.

## WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

## MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

**ACKNOWLEDGEMENT**

This role description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal or Deputy Principals may direct you to perform which could be considered relevant to the position.

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**ACCEPTANCE**

I, (Print Name) \_\_\_\_\_, accept the offer of employment on the conditions stated above.

*I acknowledge that I have received a copy of the Relief Teacher Role Description.*

\_\_\_\_\_  
Relief Teacher  
Rockhampton Girls Grammar School

\_\_\_\_\_  
Date