



Position Title	Relief Teacher
Reports To	Dean of Strategy & Operations
Department	Senior School
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	Variable dependent on experience
Contact Officer	Dean of Strategy & Operations
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

Relief Teachers provide short-term teaching cover to ensure continuity of learning and student wellbeing in the absence of the regular classroom teacher. The role focuses on delivering prepared lessons, maintaining a safe and orderly learning environment, and upholding the values and ethos of All Souls St Gabriels School, including its Anglican identity and commitment to nurturing the development of each student's mind, body and spirit.

Organisational Relationships

Internal Relationships

- Dean of Strategy & Operations, Dean of Studies, Dean of Students
- Administration Officer (Senior School)
- Heads of Department, Pastoral Care Coordinators
- Teachers, specialist staff, support staff, and administration staff
- Students

External Relationships

- Parents, caregivers and community members – as required

What Success Looks Like

- Lessons are delivered effectively in accordance with provided plans
- Classrooms are safe, orderly, and conducive to learning
- Positive and respectful relationships are established quickly with students
- Student behaviour is managed consistently with School expectations
- Clear communication is provided to staff regarding the day's activities and any issues
- School policies, procedures, and values are upheld at all times

Key Accountabilities

Teaching and Learning Delivery

- Implement lesson plans provided by the regular teacher or school leadership
- Apply appropriate teaching strategies to engage students and support learning
- Adapt delivery to cater for diverse learning needs within the classroom
- Use available resources and technologies effectively

Student Wellbeing and Behaviour

- Maintain a safe, supportive, and inclusive classroom environment
- Apply the School's behaviour management policies consistently and fairly
- Build positive rapport with students and support their wellbeing
- Refer significant pastoral or behavioural concerns to appropriate staff

Communication and Relationships

- Work collaboratively and professionally with all staff
- Communicate clearly with students and relevant staff members
- Provide brief written or verbal feedback to the regular teacher on classroom activities
- Maintain confidentiality and professional boundaries

Administration and Professional Practice

- Follow daily schedules, routines, and supervision responsibilities
- Undertake playground or other supervision duties as required
- Leave accurate notes regarding student progress, behaviour, and completed work
- Comply with School policies, procedures, and standards (including dress and conduct)



Workplace Health & Safety

- Maintain an understanding of and promote Workplace Health & Safety requirements within a school setting.
- Comply with all WHS policies, procedures, and instructions.
- Take reasonable care for own health and safety and that of others.
- Participate in safety training, consultation, and hazard reporting.
- Use equipment safely and follow correct manual handling practices.
- Report hazards, incidents, injuries, or near-misses promptly.
- Complete all mandatory WHS training annually

Extent of Authority

- Responsible for classroom management and student supervision during assigned duties
- Implements teaching programs as provided, with limited scope for modification as required
- Refers significant academic, behavioural, or pastoral matters to permanent staff or leadership
- Does not hold ongoing responsibility for curriculum design, reporting, or long-term planning

Key Challenges

- Quickly establishing effective classroom routines and relationships
- Adapting to different year levels, subjects, and classroom environments at short notice
- Delivering lessons with limited preparation time
- Managing a range of student behaviours and needs in unfamiliar settings
- Navigating varying expectations across classes and staff

Ideal Candidate

Mandatory Requirements

- Current Queensland College of Teachers (QCT) Registration
- Legal right to work in Australia
- Current First Aid and CPR certification

General Skills and Abilities

- Strong classroom management and organisational skills
- Ability to quickly build rapport with students
- Flexible, adaptable, and responsive to change
- Effective communicator with a professional approach
- Reliable, punctual, and able to follow direction
- Demonstrates integrity, confidentiality, and professionalism
- Competence in basic ICT use for classroom delivery
- Demonstrates care and concern for student wellbeing
- Supports and models the values of the School's Anglican ethos
- Works collaboratively and positively within a team environment