

Position Information Document

RELIEFS COORDINATOR

Name:

Position Title: Reliefs Coordinator

Commencing: 19 January 2026

Concluding: 18 January 2028

Classification: POR 1

POR Tenure: Two-year tenure

Fraction Time: To be negotiated. 5 lessons or equivalent.

Reports to: Assistant Principal Teaching and Learning. All positions ultimately report to the Principal.

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020.

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The Reliefs Coordinator is responsible for ensuring that the daily operations of reliefs in the College are organised effectively, efficiently and in keeping with the current Enterprise Agreement so that all necessary classes are supervised appropriately.

2. SPECIAL CONDITIONS

Out of hours work will be required.

3. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- College Staff
- Daily Organisation Coordinator and Timetabler
- HR Manager



4. KEY RESPONSIBILITIES

- Arrange Temporary Relief Teachers (TRT) for absent staff (both planned and unplanned) on a daily basis.
- Assign relief lessons to staff equitably.
- Communicate the Daily Bulletin to all staff, which includes relief lessons and room swaps.
- Assist the Assistant Principal Teaching and Learning and HR Manager in recruitment of TRTs, including identification of TRT recruitment opportunities and providing the status of the current TRT pool.
- Assist and co-organise with the HR Manager the induction of new TRTs into College practices.
- Maintain an up-to-date register of available TRT staff and subsequent allocation of relief hours.
- Inform the Assistant Principal – Teaching and Learning of any performance and conduct concerns of TRTs, and assist with management of these.
- Communicate, with approval from the Assistant Principal Teaching and Learning, professional learning and community engagement opportunities to TRTs.
- Inform all staff of the absence and relief setting protocols.
- Be contactable outside of general school hours. A mobile phone will be provided and maintained by the College for this purpose.
- Liaise with the Business Manager and Finance Team in relation to the TRT budget and provide timely records for Payroll purposes.

5. PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Understand and implement Gleeson College behavioural management strategies and policies.
- Complete any administrative tasks accurately and on time including record keeping.
- Ensure that confidential information is maintained and act with discretion and decorum at all times.
- Participate in professional development/training activities as required.
- Ensure the health, safety and welfare of students and fellow employees.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as

reasonably requested and required.

- Develop and maintain effective professional relationships with staff, students, parents and visitors.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Promote and speak well of Gleeson College and its staff at all times, addressing any personal concerns with line managers or Principal as required.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.

6. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

- A demonstrated ability to support the Catholic ethos of Gleeson College.
- High level of Proficiency in Microsoft Office Suite/Office 365.
- Aptitude for the management of various databases such as Edval, SEQTA, CIVICA and any other software packages.
- Understanding and working knowledge of Gleeson College and the SA Catholic Schools Enterprise Agreement (EA) procedures.
- Excellent interpersonal, communication and collaboration skills with an open and friendly disposition.
- Excellent problem-solving skills.
- The ability to establish positive relationships with staff, students, parents and visitors and communicate effectively with people from a range of backgrounds.
- A flexible approach, exceptional organisational skills and the ability to manage competing tasks and deadlines in a timely manner.
- The ability to be proactive, show initiative, discretion and judgement.
- A high level of attention to detail.
- Demonstrated high level of confidentiality, trust, integrity and work ethic.

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- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- Ability to maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner.

Acquire and maintain:

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- An understanding of the employer's requirement and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.

Desirable Criteria:

- Experience in a similar role in an education setting.
- Current driver's license.

8. PERFORMANCE REVIEW

- The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.
- The employee must engage in a formal performance appraisal during the tenure.

SIGNED

Principal or Delegate:

Date: / /

Employee:

Date: / /