

| POSITION DESCRIPTION | |
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| Position Title: Casual Relief Teacher | Division: Museums - Sovereign Hill & Narmbool Education |
| Reports To: Education Team Leader, Narmbool Education Manager | Workplace level: Casual Position equivalent to CRT in Government schools |
| Loading: Casual | Special: On call Monday to Friday |
| Date Position Created: June 2015 | Position Review Date: January 2019 |

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, *AURA* and Narmbool.

The Department/Area

Sovereign Hill Education provides high quality, well-researched and engaging education programs for tens of thousands of students and teachers every term. The programs incorporate Education Officer-led sessions for students, professional development opportunities for teachers, and tailored learning programs for education partners. All Education programs are aligned with the Victorian Curriculum and Sovereign Hill's goals.

Narmbool is Sovereign Hill's 2000-hectare property comprising working farm pastures, and remnant and regenerated bush land. Education programs are curriculum based and tailored to suit a variety of age groups from primary through to tertiary with a focus on environmental sustainability, biodiversity and the property's unique history. Programs can be one or multiple day accommodated camp combining science, art and immersive discovery.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums

Responsibility

We will be a socially and environmentally responsible business and employer

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

SOVEREIGN HILL EDUCATION GOALS

- Promote learning outcomes relevant to achieving Sovereign Hill's Purpose, Mission and Values in the school education sector by developing and delivering student programs relevant to the school curriculum
- Deliver innovative learning programs which underpin the enduring richness and relevance of museums in lifelong learning
- Promote learning in museums by ensuring our programs are student-centred, engaging, involving, and enjoyable and satisfy the diversity of needs in the education sector
- Promote the most effective use of Sovereign Hill's museum(s) and facilities by the education sector
- Ensure accessibility to the wider education community

PRIMARY ROLE

To develop, deliver and evaluate education programs at Sovereign Hill and / or Narmbool.

KEY WORKPLACE RELATIONS

- Museums Director
- Education Team Leader
- Education Officers
- Education Booking Officers
- External Teachers
- Narmbool Manager
- Narmbool Farm Manager
- Commercial and Operations

| JOB TASKS AND RESPONSIBILITIES | |
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| Key result area | Major activities |
| Education | <ul style="list-style-type: none"> • Deliver high quality education programs to school groups from K to 12 onsite at Sovereign Hill (in costume) and/or at Narmbool • Develop expertise in relevant areas of Australian History, and/or Science, Sustainability and STEM • Contribute to the development of new programs and education materials in conjunction with Sovereign Hill Education and Narmbool Education colleagues • Participate in evaluation programs • Participate in staff training relevant to content, OHS and Sovereign Hill policies as required |
| Teamwork | <ul style="list-style-type: none"> • Work in a team and assist team members as required • Assist with the induction, training and mentoring of new staff as required • Contribute to the enhancement of staff knowledge and skills |
| Operations | <ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures. ➢ The Sovereign Hill Code of Conduct. ➢ The Sovereign Hill Workplace Safety Rules. ➢ Equal Opportunity and anti-discrimination legislation and requirements. ➢ Occupational Health and Safety (OH&S) legislation and requirements. • Participate in annual performance reviews, meetings and staff training and professional development as and when required. • Foster a culture which values safety as primary consideration in all activities. • Any other relevant duties as required. |

| KEY SELECTION CRITERIA |
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| <ul style="list-style-type: none"> • Relevant teaching qualifications and experience within an education or museum environment. • Demonstrated ability to deliver dynamic education programs. • Well-developed classroom and interpersonal management skills • Experience managing equipment in and out of a classroom. • Sound knowledge and understanding of current curriculum developments. • An understanding of contemporary learning practices in schools especially concerning camps and excursions. • A knowledge and keen interest in Australian History, the Arts, Science, Environmental Studies, Sustainability and/or STEM. • Excellent verbal and written skills. • Ability to work flexible hours, sometimes at late notice, from 9am to 5pm from Monday to Friday according to need. • Demonstrated desire and fitness to work at either Sovereign Hill or Narmbool. • Relevant computer, IT and/or digital communication skills |

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| QUALIFICATIONS |
| <ul style="list-style-type: none"> • Relevant Teaching Qualifications. • VIT registration. |

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| REQUIRED LICENCES/CERTIFICATES |
| <ul style="list-style-type: none"> • Police Check • Working with Children Check or VIT registration • Level 2 First Aid will be required and can be obtained through Sovereign Hill. |

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| OTHER |
| <p>Must be eligible to work in Australia and teach in Victoria.</p> <p>Please Note: CRT work at Sovereign Hill is spasmodic and not guaranteed. There is a higher demand in winter months and typically a CRT might obtain 20 days of work per year.</p> <p>At Narmbool there is an opportunity for one day per week most weeks during term time and the possibility of multiple days per week during peak periods.</p> <p>The successful applicant needs to be fit, able to walk over uneven ground at Narmbool and Sovereign Hill and work in all weather conditions, often outside.</p> <p>Must be able to work flexible hours according to Sovereign Hill/Narmbool's needs.</p> |

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Jillian Marsh
Museums Director

Signature

Date of approval

Mark Karlovic
Head People, Performance & Legal

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date