

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b> Casual Relief Teacher	<b>Division:</b> Sovereign Hill Education and Narmbool
<b>Reports To:</b> Education Team Leader & Manager Education & Operations, Narmbool	<b>Workplace level:</b> Casual Position equivalent to CRT in Government schools
<b>Loading:</b> Casual	<b>Special:</b> On call Monday to Friday
<b>Date Position Created:</b> June 2015	<b>Position Review Date:</b> February 2017

## **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, *Blood on the Southern Cross* 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 2000 hectares of bushland, and farming pasture where students can have fun discovering biodiversity. Education programs are immersive explorations of the unique environments and hidden wildlife on the property. All programs combine science, the arts and hands-on discovery, and suit upper primary and lower secondary groups.

## **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 towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

**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, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

**Responsibility**

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

**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 museum education programs at Sovereign Hill and / or Narmbool.

**KEY WORKPLACE RELATIONS**

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

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

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

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Relevant Teaching Qualifications</li> <li>• VIT registration</li> </ul>
<b>REQUIRED LICENCES/CERTIFICATES</b>
<ul style="list-style-type: none"> <li>• Working with Children Check</li> <li>• Level 2 First Aid will be required and can be obtained through Sovereign Hill</li> </ul>
<b>SPECIFIC HEALTH AND SAFETY REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• The successful applicant needs to be fit, able to walk over uneven ground at Sovereign Hill and work in all weather conditions, often outside</li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li>• Must be eligible to work in Australia</li> </ul>

## EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Brett Dunlop \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 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