

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b> Casual Relief Teacher, Costumed School	<b>Division:</b> Sovereign Hill Education
<b>Reports To:</b> Education Team Leader and Principal, Sovereign Hill School	<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> September 2015	<b>Position Review Date:</b>

## **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 works in partnership with the Sovereign Hill School (Department of Education and Training) to operate the Costumed School Program at St Alipius' School and the Ragged School in the Sovereign Hill outdoor museum. This program is a unique, two-day costumed role-play experience where children are fully immersed in the 1850s, learning about manners, costume, behaviour and re-living the discipline of school life on the goldfields.

## **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.

<b>SOVEREIGN HILL COSTUMED SCHOOL GOALS</b>
<ul style="list-style-type: none"> <li>• 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 1850s school curriculum.</li> <li>• Deliver innovative learning programs which underpin the enduring richness and relevance of museums in lifelong learning</li> <li>• Promote learning in museums by ensuring our programs are student-centred, engaging, involving, enjoyable and satisfy the diversity of needs in the education sector</li> <li>• Promote the most effective use of Sovereign Hill's museum(s) and facilities by the education sector</li> <li>• Ensure accessibility to the education community</li> </ul>

<b>PRIMARY ROLE</b>
To deliver and evaluate museum education programs at the Sovereign Hill Costumed School.

<b>KEY WORKPLACE RELATIONS</b>
<ul style="list-style-type: none"> <li>• Museums Director</li> <li>• Sovereign Hill School Principal</li> <li>• Education Team Leaders</li> <li>• Costume Department staff</li> <li>• External Teachers</li> </ul>

<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 primary school groups onsite at Sovereign Hill (in costume)</li> <li>• Develop expertise in relevant Australian History and the history of school education</li> <li>• Contribute to the administration and organisation of programs in conjunction with Sovereign Hill School colleagues</li> <li>• Participate in and promote 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>• To 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 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 teaching in a school or museum environment</li> <li>• Demonstrated ability to deliver dynamic education programs</li> <li>• Well-developed classroom and interpersonal management skills, and experience managing equipment in a classroom</li> <li>• Knowledge and understanding of current Victorian school curriculum and an interest in historical school curricula</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</li> <li>• Excellent verbal and written skills</li> <li>• Ability to work flexible hours, sometimes at late notice, from 9am to 5pm Monday to Friday</li> <li>• Demonstrated desire and fitness to work at Sovereign Hill</li> <li>• Relevant information technology skills</li> </ul>

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Relevant Teaching Qualifications</li> </ul>
<b>REQUIRED LICENCES/CERTIFICATES</b>
<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working With Children Check (VIT registration is preferred)</li> <li>• Level 2 First Aid will be required and can be obtained through Sovereign Hill</li> <li>• A current drivers licence is preferred</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