

St Cuthbert's College Job Description

Position Title	Relief Coordinator		
Reports To	Tom Curtis & HOSS		
School / Support	Senior School (Years 7-13)		
Position Number	JD 166	Date	2021

By Love Serve

The values embodied in the St Cuthbert's College motto 'By Love Serve' guide all our interactions. The College Compass also underpins the delivery of education at St Cuthbert's. It is comprised of these four key principles:

- **Striving for excellence**
- **Developing all dimensions**
- **Building a connected community**
- **Pursuing innovation, valuing tradition**

Role Purpose

- To ensure the effective functioning and coordination of teacher relief in the Senior School (Years 7-13) at St Cuthbert's College
- To uphold the St Cuthbert's College values "By Love Serve".

Nature and Scope of Role

Enhancing St Cuthbert's College by:

- Ensuring relief teaching is organised in a timely manner with all required classes fully and appropriately staffed
- To ensure confidentiality of staff circumstances/situations
- Overseeing the performance and recruitment of effective relief teachers
- Being aware of the customer-oriented nature of the work to be undertaken and being able to communicate effectively with people at all levels of the College
- Demonstrating commitment to excellent customer service
- Ensuring that all activities are consistent with and supportive of the College plan.
- Delivering consistently the expected professional standards and behaviours for both external and internal customers
- Being conversant with all College systems, policies and procedures, including educational standards
- Projecting a professional image of the College is projected at all times.

Challenges

Challenges	<ul style="list-style-type: none"> ▪ Preserve, protect and promote our brand ▪ Drive effective and positive improvements within the College aligned to the College culture, values and customer needs. ▪ Changing the operating culture of established business practices ▪ Convincing others that change is necessary and desirable ▪ Influencing leaders and team members with strong leadership practices
-------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Responsibilities/ Accountabilities

Key Tasks	Expected Results
Deliverables	<ul style="list-style-type: none"> ▪ Ensure invoices are copied and submitted for MOE/NZQA ▪ Ensure staff have completed the correct form related to leave ▪ Supervise assessment catch up session on Tuesday afternoons (3:20-5:20pm) ▪ Receive notification of a staff members absence (available for contact 24 hrs a day) <ul style="list-style-type: none"> ➔ Compile daily relief sheet ➔ Contact and assign relief teachers as appropriate ➔ Ensure appropriate work has been provided with clear and detailed instruction ➔ Prepare daily relief packs for each relief teacher ➔ Recording of staff absence and notification to SLT
Responsibilities	<ul style="list-style-type: none"> ▪ Ensure the pay schedule is documented each week and to be reviewed by HOSS ▪ Data associated with relief teacher hours to be documented and supplied to payroll each week ▪ The recruitment of new relievers in association with People and Culture (utilising the Q Jumpers software package). ▪ The monitoring of staff absences ▪ The monitoring and utilisation of under allocated staff in a relief capacity
Effective use of channels	<ul style="list-style-type: none"> ▪ Weekly meeting with HOSS to discuss relief and relevant staff information
General	<ul style="list-style-type: none"> ▪ Foster collegiality in relationships across the College ▪ Conduct oneself in a professional manner at all times ▪ Be conversant with all College systems, policies and procedures ▪ Ensure that all College Health and Safety procedures are maintained ▪ Undertake any other duties as required
Self-Development	<ul style="list-style-type: none"> ▪ Keep abreast of industry and professional knowledge. ▪ Personal skills and competencies kept up-to-date with professional development.
Health and Safety	<ul style="list-style-type: none"> ▪ All Team Members of St Cuthbert's College must adhere to safe work practices as determined by the College's Health and Safety Policy. ▪ The College is not exposed to unnecessary risk or costs associated with non-compliance. ▪ Maintains safe, organised and neat work areas.
Student Safety and Well being	<ul style="list-style-type: none"> ▪ Putting student safety and wellbeing at the centre of all activities and interactions ▪ Being particularly conscious of personal boundaries with students, ensuring that your own conduct is appropriate, safe, and transparent at all times. ▪ Report all concerns regarding student welfare using the appropriate processes.
Stakeholders	<ul style="list-style-type: none"> ▪ Director of Communications and team, ▪ Development team, ▪ Admissions team, ▪ Junior and Middle School team, ▪ Departmental heads and Team Members as needed, ▪ External suppliers. ▪ Principal ▪ Senior Leadership Team
Direct Reports	<ul style="list-style-type: none"> ▪ N/A
Budget	<ul style="list-style-type: none"> ▪ TBA

Professional Qualifications/ Experience

Experience	Minimum Requirement/ Expectation
Required and/ or Desirable	<ul style="list-style-type: none">▪ Very strong writing /communication skills▪ Understanding and use of various media

Personal Competencies

- Excellent communication skills (verbal and written) with a wide variety of audiences.
- Strong written/oral communications, research, proofreading, and leadership skills
- Work well under pressure, be able to multi-task, meet deadlines, solve problems and take initiative.
- Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect.
- Excellent prioritisation and forward planning skills.
- Demonstrates a commitment to delivering on key objectives.
- Results oriented and self-motivating.
- Anticipates potential problems and proactively addresses them.
- Shows high levels of initiative, flexibility and adaptability.
- Able to make decisions and think in a focused, analytical and detailed manner.
- Accepts full responsibility for self and contribution as a team member.
- Values and respects other people's opinions and contribution at every level of the business.
- Honest and ethical with customers and fellow colleagues at all times.
- Adopts and maintains a professional and positive attitude including standard of dress and demeanour.

The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.