



Position title: Casual Relief Teacher (CRT)
Reporting to: Daily Organiser / Head of Faculty
Prepared: April 2026

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

This Casual Relief Teacher (CRT) position is a classroom-teaching role reporting to the Principal through the Head of Campus, and in liaison with the Daily Organiser.

It is expected that teachers at Mentone Grammar will be sympathetic to the ethos of the School and work in the true spirit of the School. The basic function of a teacher is one of the development and implementation of curriculum consistent with the philosophy, policy and practice prescribed by the School

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Teaching Practice

Working as a CRT, the teacher is responsible for:

- Maintaining current VIT Registration
- The delivery of the Mentone Grammar curriculum to appropriate year levels
- Attending to the individual needs of the students
- Planning a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student



- Creating flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopting practice that reflects innovation and creativity in design and implementation
- Creating an engaging learning environment.

Working as a CRT, the teacher is expected to:

- Demonstrate classroom management skills to enhance the learning, wellbeing and safety of all students
- Be sensitive to students experiencing personal, social or organisational problems
- Liaise with relevant colleagues and parents, in a timely manner, concerning individual students or classes
- Maintain appropriate records
- Take care of resources / facilities and report maintenance issues
- Set / mark / return appropriate class work and homework relating to disciplines, as appropriate for a CRT

Curriculum and Resource Development

Working as a CRT, the teacher is expected to:

- Keep up to date with curriculum and resource development
- Encourage and contribute to Mentone Grammar being a healthy, safe place of work
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Participate in ongoing professional development and the process of professional review
- Support the School's Values and Policies

General, Administrative and Other Activities

Teachers can expect to be called upon to:

- Undertake yard and other supervision duties, as required
- Attend Learning Journeys or excursions, as required
- Attend Faculty meetings / Campus meetings, if required
- Perform additional duties, as requested by the Principal

Key Relationships

Principal	Deputy Principal
Head of Faculty	Director of Learning and Teaching
Director of School Operations	Daily Organiser
Head of Learning and Teaching (7-10)	Head of Campus
House Coordinator	Year Level Coordinators
Deputy Head of Campus	Mentors



Experience, Knowledge, Skills and Personal Attributes

- Demonstrated experience in teaching within a school
- An innovative approach to teaching and experience with engaging students across many different learning capabilities and a keen interest in this aspect.
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Qualifications

Required

- Tertiary qualification in Education
- Current Victorian Institute of Teachers (VIT) registration
- Demonstrated experience in teaching within a school

Desired

- Demonstrated CRT experience would be advantageous
- Empathetic nature with an agile approach to engaging with students overall

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing as all students deserve to learn in a calm and focused environment where they feel safe.

The School has established strategies, practices, policies and procedures in order to comply with Ministerial Order 1359 and to embed a culture of child safety within the School.

Mentone Grammar appreciates that a student safe environment looks different for every student, and in delivering this, supports and respects the cultural safety of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds, as well as students with a disability, students who identify as LGBTQIA+, those with challenging home situations or who are otherwise vulnerable.

All Staff members, volunteers and contractors within Mentone Grammar share in responsibility for the prevention of child abuse and must:

- Have a understanding of Ministerial Order 1359
- Take all reasonable steps to protect children from abuse
- Adhere to all Mentone Grammar policies and procedures regarding child safety
- Adherence to the School Student Safety Code of Conduct



- Demonstrate behaviours in line with the Mentone Grammar values and Child Safe Standard requirements
- Report any instances of child abuse
- Promote a physical and online environment that is supportive of all children and their needs
- Empower students on their rights and decisions affecting them
- Promote an inclusive and safe child safe environment for all

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.