

Visiting Teacher Information Package

This document is designed to support your role as part of the teaching team at Rubicon Outdoor Centre during your visit from your home school.

RESPONSIBILITIES

As a Visiting Teacher (VTs) you are on duty most of the time at the school either via supporting the delivery of curriculum or in charge of students through duty roles, assigned through collaboration with other VTs. Visiting Staff are actively involved in the program from 7.00 a.m. to 10.00 p.m., and are fully responsible between 10.00 p.m. and 7.00 a.m the following morning

(Rubicon's Principal, Assistant Principal or Site Manager may be contacted after hours for emergencies, details provided as part of your staff package).

You will be required to complete a feedback and evaluation form, this is used as part of our evaluation and improvement process as a school

FIRST AID AND MEDICAL FACILITIES

Rubicon staff are trained in First Aid and carry First Aid Kits whilst in the off-site. The school has additional equipment and first aid supplies.

Medical clinics and hospital localities are covered as part of your induction when undertaking a residential program with the school.

Visiting Teachers are responsible for student medication and are required to follow Rubicon's practice and procedures that are in place eg. log book.

Rubicon staff are responsible for the treatment and reporting of first aid incidents along with accidents/incidents and near misses. And accepts responsibility for passing information along to the visiting school.

You are reminded to use eduSafe to report any work related injuries that you may sustain as part of your teaching work whilst at Rubicon.

TEACHING REQUIREMENTS

You are required to support the delivery of school wide curriculum as part of your teaching duties whilst at Rubicon. The curriculum plan for the attending school's students will be provided along with a timetable that outlines the teaching activities to be used. Curriculum is explicitly taught using a range of learning activities and teaching spaces. Learning Foci are present in all lessons and VTs may be required to undertake an assessment and/or reporting role as part of the program.

CLOTHING AND EQUIPMENT

Dress code at the school is informal/appropriate attire. You are required to adhere to safety standards for activities as advised by school staff. Rubicon teaching staff often operate in sub-alpine and alpine environments as part of our teaching as a result you should be prepared for variations of temperatures in all seasons.

Water proof coats, day packs and overpants are available, and will be issued to students and Visiting Staff as weather conditions and the program require.

CHILDSAFE & WELLBEING

Rubicon is committed to being a Child Safe organisation and embedding a Child Safe culture into our practices and processes to ensure that all children who attend the School are safe at all times.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background have equal rights to protection from abuse. Rubicon is committed to the cultural safety of Aboriginal and Torres Strait Islander children and those from other culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

You will be required to sign a Childsafe undertaking as part of your time at Rubicon Outdoor Centre.

Contact Rubicon at any stage throughout this process for further information via email (rubicon.os@education.vic.gov.au) or phone (5773 2285)