



# MILING PRIMARY SCHOOL

## RELIEF STAFF EMPLOYMENT POLICY

### RATIONALE

From time to time it is necessary to call on appropriately qualified and trained teachers and non-teaching staff to provide relief for staff at Miling Primary School. In order to provide the students with an effective program it is necessary for Miling Primary School staff to ensure that adequate forward planning has taken place, where possible.

### AIMS

- To ensure student safety at all times.
- To ensure student learning is the focus and has limited disruptions.
- To provide relief staff with adequate information to enable them to carry out their duties effectively.
- To enable our relief staff to feel comfortable and welcome in the school.

### IMPLEMENTATION

- Administration will make every endeavour to ensure that only appropriate and properly qualified non-teaching staff are employed.
- Administration will ensure that only qualified teaching staff are employed.
- Administration will ensure that all relief staff hold appropriate qualifications. All relief staff must obtain or hold a current police clearance and Working with Children Check card.
- All relief staff are to read our Relief Teaching Code of Conduct and sign it before completing any work. This Code of Conduct is to be read and signed each year.
- Administration will be responsible for the allocation of relief. Teachers should try to notify administration of absence before 7.30am.
- Administration team will review, maintain and update relief teacher list on a regular basis.
- Staff are to have a relief folder located in their classroom. This relief folder needs to have at least one general day planned for relief with clear instructions and worksheets photocopied. It also needs to contain a class list, classroom behaviour management protocols, student medical information, a timetable and duty timetable.
- Staff are to ensure that their daily workpad provides adequate details to enable the relief teacher to operate effectively if they are called in at the last minute. Daily workpads are to be left on the teacher's table and if possible staff should photocopy worksheets in advance. Teachers need to ensure that there are additional activities for early finishers.
- Teachers should include specific instructions in their daily workpad regarding special circumstance, ie, duty, support staff involvement etc.
- Relief staff are to carry out the specified duties of the absent staff member plus additional duties during D.O.T.T. as specified by activity. If no activity is specified, teachers should make a note to ask the relief teacher to report to administration for extra duties.

### EVALUATION

The Miling Primary School Staff will review the effectiveness of this policy each year, with a formal update every two years (unless deemed necessary to do so earlier).

**School Board Endorsed March 2017**