



St Joseph's Catholic School

Queenstown

RELIEF TEACHER POLICY

AIMS

- Relief teachers are to be afforded every assistance possible to make their time at St Joseph's rewarding and fruitful for both themselves and the students.
- If possible the same relief teacher will be employed for the duration of a teacher's absence.
- All relief teachers will be made aware of the organisation of the school for eg assemblies, library procedures, PE timetable etc.

PROCEDURES

- Relief Teachers will complete a *Relief Teacher Registration Form* before commencing work at St Joseph's Catholic School.
- If the period of replacement teaching is to be a period greater than two days and/or absence is known beforehand, then the relief teacher should meet and discuss with the class teacher or senior staff, possibly beforehand, planned units of work.
- The work undertaken by Relief Teachers should complement the class program, but is to be prepared and assessed by the Relief Teacher.
- The *Relief Teacher Folder* containing explanations of timetables, rosters, expected practises etc will be given to all Relief Teachers.
- The Relief Teacher is expected to be in attendance from 8.15 am until 3.15 pm.
- Relief Teachers will undertake playground duty for which the absent class teacher is normally rostered.
- Routine matters should be attended to by the Relief Teacher ie Class Register, Absentee Card, Office Communication Folder etc.
- Classrooms must be left clean and tidy at the end of the day.
- The Relief Teacher should leave notes to inform the classroom teacher of work covered, any problems encountered, comments on student's work and behaviour.
- Relief Teachers are to complete a Relief Teacher Claim Form at the completion of the day.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

Implemented: August 2006
Amended: February 2009



RELIEF TEACHER REGISTER

Year: _____

PERSONAL DETAILS:

NAME: _____
ADDRESS: _____

POSTCODE: _____
TELEPHONE: _____
RELIGION: _____ MARITAL STATUS: _____

PROFESSIONAL QUALIFICATIONS:

TRAINING INSTITUTION: _____
(eg: University of Tasmania)
YEARS ATTENDED: FROM _____ TO _____ (inclusive)
QUALIFICATION GAINED: _____
(eg B. ED)

Additional Training:

INSTITUTION: _____
QUALIFICATION GAINED: _____

EXPERIENCE:

School	Year Employed	Full time/Part time
	<small>Include FTE but do not include relief teaching</small>	
e.g. St Joseph's	2001 - 2009	P/T '01 F/T '07-08

TEACHERS REGISTRATION TASMANIA:

REGISTRATION NO: _____
REGISTERED UNTIL: _____

PLEASE ATTACH COPY OF REGISTRATION CERTIFICATE



St Joseph's Catholic School

TEACHING CLAIM FORM

SECTION 1 TO BE COMPLETED BY RELIEF TEACHER

Title: Mr/ Mrs / Miss / Ms **(Please circle)**

Family Name: Given Name(s):

Postal Address:

Date(s) of Relief Teaching:

Total Number of Days/Hours Worked:

Class(es) Taught:

Signature of Claimant: Date:

SECTION 2 TO BE COMPLETED BY PRINCIPAL

Reason for Relief Appointment:

Can Reimbursement be Sought for Salary Costs? Yes / No **(Please circle)**

Name of Absent Teacher: Class:

Signature of Principal: Date:

OFFICE USE ONLY

Salary Level: ie Hrs x \$ P/Hr = \$ A/c Code

Superannuation: \$ x % = \$ (If applicable) A/c Code

(NB – Gross Salary of \$450 or > in a Calendar Month – may need to back pay for prior PPE in Month)

Payment Made by: Direct Debit / Cheque **(Please circle)**

Signature of Finance Administrator: Date:

