

3 PROCEDURE: APPOINTING RELIEVERS

Aim

Relief staff are employed to ensure correct staff ratios are maintained at all times to cover for absences.

3.1 Obtaining Relief Staff

3.1.1 The Managing Teacher is responsible for hiring relievers.

The following criteria and appropriate procedures must be followed when employing relievers:

- Reference / Qualifications check
- Police Vet
- Individual Employment Agreement
- Job Description
- Privacy Act
- Bank / IRD details

3.1.2 Interested relievers first meet with the Managing Teacher and observe in all the classrooms.

3.1.3 Relievers will be given the appropriate application forms to fill in.

3.1.4 Two references are required to be checked.

3.1.4 Certified copies of any teaching qualifications are required.

3.1.5 Police vetting through the Query Me Police Vetting Service is to be applied for and approved before employment commences.

For, a registered teacher, a current practicing certificate needs to be sighted. Confirmation of the teacher's registration checked as proof that the registered teacher has been vetted within the last three years.

3.1.6 If references are approved the reliever will be given two copies of an individual employment agreement and job description both copies to be signed and returned. One copy is for the reliever to keep. Bank account details and a completed IR 330 are required.

3.1.7 All relievers need to sign a privacy form.

3.1.8 The above information is confidential and locked in the Managing Teacher's office.

3.1.9 In the event that no listed relievers are available and a parent volunteer assists, the above information is not required. (*see also failure to procure a reliever*).

3.2 Contacting Relievers

3.2.1 An up-to-date relievers list is available at all times in the Administrators and Managing Teacher's office. This list contains reliever's names, addresses, contact numbers and availability. The Managing Teacher has a current relievers list at home.

3.3 Failure to Procure a Reliever

3.3.1 In the event that a qualified reliever is required to cover for an absent staff member and one cannot be found, a note should be kept accordingly to allow for claiming discretionary day

3.3.2 In the event that a replacement teacher cannot be found to cover an unqualified staff member and neither the Administrator or a parent* are available to supervise, the number of children at the school will need to be reduced according to the required ratio of children to staff available. The Managing Teacher should use their discretion when deciding which children should be collected.

*** In an emergency parent volunteers do not need to have been through the checklist of obtaining a reliever as above.**

3.3.3 If all qualified staff are absent and a qualified reliever cannot be found, the school will need to close, parents will be contacted via email and phone to collect their children.

3.4 Relievers' Responsibilities

3.4.1 To be present at the school during the hours rostered.

3.4.2 To work collaboratively with the permanent staff.

3.4.3 To fill out a time sheet at the end of the day.

3.5 Payment of Relief Staff

3.5.1 Staff will be paid at the end of the next fortnightly pay period by direct credit to their bank and a pay slip will be emailed. Rates are according to qualifications and experience.