

RELIEF TEACHERS' WORKING CONDITIONS

1. The ability to effectively employ relief teachers to work in the ACT is vital for the smooth operation of the public school system.
2. To achieve this goal the salary and working conditions of relief teachers must be attractive and competitive. Some factors which need to be met in order to ensure this occurs include:

Salaries:

The salary rates for relief teachers should remain at least equal to those paid to casual teachers in the private sector in the ACT and the public sector in NSW.

Playground Duty:

Relief teachers should only be required to do the playground duty of the teacher they are replacing. This should be in accordance with a publicly displayed playground duty roster. Variations to this, ie mutually agreed swaps, should be arranged in writing and noted on the roster prior to the engagement of the relief teacher.

Access to Resources:

Relief teachers should have adequate access to the resources of the school which they require in order to carry out their job. Rules which apply to permanent members of staff may be inappropriate for these teachers, eg giving 24 hours notice for photocopying or enforcing a quota per class.

Policies and Procedures:

Relief teachers should have access to the school's relevant policies and procedures on arrival at the school, in particular the schools Behaviour Management Policy. The relevant staff should provide initial and ongoing support to relief teachers while they are employed at the school.

Provision of Release Time:

The underlying principle to be applied in the allocation of release time for relief teachers is that they should on average receive the same entitlement as other teachers in that sector. By way of example:

Primary Schools

- Where a relief teacher is replacing another teacher for one day they should receive half an hour release time if that teacher was due to have release time on that day.
- If a relief teacher is employed for a week or in lots of a week they should receive the full entitlement of release from face-to-face teaching given to other teachers in that sector.
- When employed for a period of 2 to 4 days, relief teachers should be granted release time on the basis that they receive prorata release time.

Secondary Schools

Relief teachers in the secondary sector will be entitled to release time on the same basis as primary teachers except that the words "half an hour" be replaced with the words "one period".

Employment Processes:

The system for registering and employing relief teachers must be effective and fully understood by the teaching staff who are responsible for the filling of casual vacancies.

Duties outside school hours

Casual relief teachers will not be expected to perform duties outside the hours of the ordinary program of the school at which they are employed

Services of a Relief Teacher no longer required

A rate equivalent to 3 hours pay will be payable to casual relief teachers who are advised that their services are not required after a firm booking unless notice is given twenty four hours prior.

Where a school decides for professional reasons that the services of a casual relief teacher are no longer required, the Principal will provide counselling to the casual relief teacher.

Payment

Payment for a casual relief will be based on either the Casual Teacher rate or the Experienced Casual Teacher rate. See the DET Teaching Staff Collective Agreement 2007-2009 Clause 176. When a casual relief teacher attends for less than the normal school day the teacher will receive 1/6th of the appropriate daily rate for each hour or pro rata hour of attendance.