



Date: July 2008

Updated: September 2011

Reviewed: October 2013

TOPIC: 5.17 Engaging Short Term Relief Teachers

Rationale

The College is committed to ensuring that students' needs are catered for by providing qualified teachers and, where possible, in appropriate teaching subjects to offset the planned absences of staff for professional development, sport, field trips etc

Purpose

To reduce the internal cover required by current staff for planned absences.

Guidelines

1. When internal relief cannot provide specific cover, an external reliever may be employed for any school related planned absences that necessitate relief for 5 or more periods in any one day
2. Planned absences include Professional Development, Field Trips, Sporting fixtures, Music and Cultural events or other approved events.
3. The Relief Coordinator will be responsible for ensuring a relief teacher is engaged for the day or days required, following discussion with the Director of Staff Services.
4. External relievers will not be employed to cover for the above absences after the senior students have departed on study leave during Term 4.
5. Cover for sick and emergency personal leave will be provided by current staff, wherever possible, from the subject department involved. Where internal relief cannot be provided by the subject department the Relief Coordinator will endeavour to employ a relief teacher qualified in the subject area.
6. For approved planned sick or personal leave, the Director of Staff Services, in consultation with the relevant Head of Department and the Relief Co-ordinator, will ensure that the appropriate subject relief cover is available.

Processes:

1. When planned sick or personal leave has been approved the Director of Staff Services will advise, the Head of Department, Director of Studies and the Relief Coordinator at least two weeks in advance of the planned leave.
2. The teacher going on leave should have the relief lessons checked and approved by the HOD prior to sending the information to the Relief Coordinator
3. The HOD and teacher going on leave should be advised of the name of the relief teacher
4. To ensure there is adequate planning time for the HOD and Relief Coordinator, a teacher wishing to go on planned personal or sick leave should advise their HOD at least four weeks in advance.