



POLICY: REPLACEMENT TEACHER POLICY

1. PURPOSE

To provide casual relief or replacement teachers as required within the global budget.

2. AIM

To support the continuity of school programs and curriculum delivery in the absence of teachers.

3. IMPLEMENTATION

- Teachers unable to attend work will contact the casual replacement teacher coordinator who will determine the availability of replacement staff.
- If replacement staff are unavailable, internal arrangements are to be made by the casual replacement teacher coordinator.
- Casual replacement teachers are to report to the main office for allocation of keys and paperwork.
- At the end of the day, casual replacement teachers are to report to the main office to return keys and complete any paperwork, including a payroll invoice.
- Appropriate paperwork, e.g. VIT number, tax file number declarations, employee information sheet, a copy of qualifications, superannuation information and current police check, must be completed by all replacement teachers on working in the school.
- The casual replacement teacher is to provide written notes to the classroom teacher regarding the implementation of the daily program.
- Employment of all replacement teachers to be the responsibility of the casual replacement teacher coordinator.

4. EVALUATION

- The policy will be reviewed as necessary.
- The casual replacement teacher coordinator, together with the Principal and Business Manager will review the financial status of this area and with the management team develop strategies for managing any shortfall should this occur.