



HR012	Relief Staff Policy
<b>Purpose</b>	To specify the prerequisites and procedures for relief staff.
<b>Authority</b>	Board Working With Children (Criminal Record Checking) Act 2004 Teacher Registration Act 2012
<b>Policy</b>	All Relief teachers and Relief Education Assistants (EA's) will be appointed by the Board to the relief staff pool.
<b>Delegation</b>	Board
<b>Related Policies</b>	Staff Induction (HR001); Staff Recruitment (HR002); Resignations & Terminations (HR006); Staff Performance and Development (Prof002)
<b>Date approved</b>	August 2012; August 2014, November 2019
<b>Next Review Due</b>	July 2023
<b>Review Authority</b>	Governance
<b>Keywords</b>	Relief Staff, recruitment
<b>Authorised by:</b>	
<b>Chairman</b>	
<b>Date</b>	
<b>Author/Reviewer</b>	Aniek Olde – November 2018



## HR012

## Relief Staff Procedure

### Administration Responsibilities:

- Administration will make every endeavour to ensure that only appropriate and properly qualified nonteaching staff are employed.
- Administration will ensure that all relief staff hold appropriate qualifications. All relief staff must obtain or hold a current police clearance and Working with Children Check card as well as current TRBWA registration. If the WWCC has lapsed, the relief member will be advised that their name has been taken off the relief list until they have shown proof that their WWCC has been renewed.
- Teachers who leave the JCSA may immediately be placed in the relief pool without the need for an interview, subject to Principal approval.
- All relief staff are to read the Staff Code of Conduct and sign it before completing any work. This Code of Conduct is to be read and signed each year.
- Administration will be responsible for the allocation of relief.
- Administration team will review, maintain and update relief teacher list on a regular basis.

### Teacher / Education Assistant Responsibilities:

- Staff should try to notify administration of absence as soon as possible and before 7:00am in terms of sickness.
- Staff are to leave a relief lesson plan with clear instructions and necessary materials on their classroom desk and/or emailed through to the relief teacher. Where possible, the following could also be provided : a class list, classroom behaviour management protocols, student medical information, timetable and duty timetable. Teachers should include specific instructions regarding special circumstances, ie, duty, support staff involvement etc.

### Relief Staff Responsibilities:

- Relief staff are to carry out the specified duties of the absent staff member plus additional duties during D.O.T.T. as specified by activity.
- Ensure WWCC and TRBWA are up to date

### New Relief Staff:

New relief staff who are interested in a relief position will be screened according to the following procedure:

1. Fill in an application pack together with a reference from a pastor or ward elder.
2. Screening/interview by one Principal and Bursar
3. Recommendation sent to the Board.
4. After Board approval, the relief worker will receive confirmation of the appointment to the relief pool. Principal will be notified of the appointment via an updated list from the Bursar.