

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT 771 Casual Relief Teachers – CRT's
771 - Casual Relief Teachers

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2016.

PURPOSE:

Casual Relief Teachers are casual employees engaged by school councils under part 2.3 of the Education and Training Reform Act 2006.

2. GUIDELINES:

- 2.1 School Councils may employ casual relief staff teachers for periods of up to thirty consecutive working days for a range of reasons including:
- to replace a teacher absent on leave;
 - to replace a teacher undertaking other duties or professional development;
 - to undertake a specific task or activity that requires a registered teacher.
- 2.2 It is the responsibility of School Council or their representative to ensure that only suitable and eligible persons are employed in the school.
- 2.3 The Principal must be satisfied that the person meets the following requirements:
- is registered or has permission to teach from the Victorian Institute of teaching
 - has not received a Voluntary Departure Package or Resignation Incentive Scheme payment in the three years immediately prior to employment.
 - has received a medical clearance
 - does not have any employment or re-employment restriction placed on them.
- 2.4 The conditions of employment for casual relief teachers including rate of pay are set out in Ministerial Order Number 200.
- 2.5 Casual relief teachers are paid for the actual hours of employment to the nearest 15 minutes up to the maximum daily rate.
- 2.6 The maximum hours of duty for CRT's are 38 hours.
- 2.7 All CRT's must adhere to the Child Safe Standards and the Safety Code of Conduct.
- 2.8 If a replacement teacher is required for a period exceeding thirty consecutive working days the vacancy should be filled as a teaching service vacancy in accordance with the procedures set out in the Recruitment in Schools Guide.
- 2.8 Further and detailed information can be found under Casual Relief in HR.
- 2.9 The Principal, in consultation with Staff, may vary this policy if circumstances require it.