

BURRAWANG PUBLIC SCHOOL



ENGAGEMENT OF CASUAL AND TEMPORARY TEACHING POSITIONS SCHOOL PROCEDURES 2014

All teachers seeking employment in a temporary or casual capacity are asked to submit details and/or evidence regarding their approval to teach and professional learning. This information will need to be updated at the beginning of each school year.

Essential (all):

- current approval to teach including casual employee number;
- current ASCIA certificate – online anaphylaxis training completed;
- annual child protection update
- annual Code of Conduct update
- Emergency Care Certificate (valid for 3 years)
- WH&S induction online module

Essential (New Scheme teacher):

- current accreditation with the NSW Institute of Teachers or Australian Institute
- maintained accreditation through ongoing professional learning
- paid annual fee

Highly Desirable / Recommended:

- Current asthma training
- Current CPR certificate (valid for one year)
- Professional learning with a focus on the national curriculum and NSW syllabus*

*Note: all casual and temporary teachers can access professional learning, through MyPL, using their DEC username and password – details attached.

(<https://www.det.nsw.edu.au/proflearn/areas/plp/mypl/community.html>)

Professional learning completed by Burrawang Public School staff, in terms of the national curriculum, includes the following courses available on the MyPL website:

- The learner and the new curriculum
- Teaching for the new curriculum
- Your school and the new syllabuses – English, Maths
- Programming for quality teaching and assessing
- A process for programming a unit of learning

ENGAGEMENT OF CASUAL TEACHERS

Casual teachers are employed on a day-to-day basis as a replacement of permanent teachers who are absent or participating in other activities. Casual teachers are paid a daily rate, based on years of training and experience.

Casual and temporary teachers are expected to work consistently to provide relevant and educationally appropriate activities for all classes. Lessons are more educationally stimulating for students and professionally rewarding for the casual teacher if students are challenged with quality teaching and learning activities. The role of the casual teacher is to:

- Know lesson content;
- Prepare lessons;
- Provide homework where appropriate and mark any bookwork and homework submitted by students;
- Participate in whole school activities;
- Perform playground duty;
- Immediately refer any concerns or difficulties to the Principal;
- At the end of the day leave an outline of the day's proceedings for the classroom teacher and leave classroom tidy; and
- Contribute to school, special events, excursions or meetings.

All casual and temporary teachers must provide the school with current anaphylaxis and e-emergency certification.

Procedures for the engagement of casual teachers

Upon putting their name on the Burrawang PS casual teacher list, they will need to provide evidence of the essential requirements (as above).

Short term casual positions will be offered to a casual teacher who best fits the needs of the students and the school at that point in time.

Feedback on the performance of casual teachers will be available from the Principal by request.

Conditions of employment, including rates of pay for casual school teachers is available on the Department's intranet at:

<http://detwww.det.nsw.edu.au/humanresources/casteach/welcome.htm>

ENGAGEMENT OF TEMPORARY TEACHERS

There are times when classroom teaching positions become temporarily vacant.

Temporary school teachers are those who are employed in one engagement full time for four weeks or more or in one engagement for one to four full days per week for two terms or more. Temporary teachers employed under this program should be provided with a Temporary Teachers Engagement Notice and placed on the Permanent Employees Payroll System (PEPS).

Temporary positions are declared vacant when all permanent teachers have been placed into their substantive positions or during periods of extended leave.

A temporary teaching position may be filled one of two ways;

- 1) The position is offered to a casual teacher who best fits the needs of the students and the school at that point in time;

OR

- 2) Applications are sought through Expression of Interest (EOI) to fill the positions.

The Principal will decide which method will be used to fill a temporary teaching position.

If option 1 is selected the Principal will make the decision as to who will be engaged.

If option 2 is selected, casual teachers wishing to apply for temporary positions will need to apply in writing through EOI. A selection panel will be formed, the composition of which will be determined by the Principal. The selection panel will identify criteria to be met and an application of no more than two A4 pages must be submitted in writing addressing the criteria

.The criteria for the engagement of a temporary position is, but not limited to:

- Previous experience of working on that year level or Stage.
- Engagement in professional learning.
- Demonstration of current teaching practices that align with the school focus priority areas
- Demonstrated positive interpersonal relationships amongst all staff
- Demonstrated willingness to take on roles and responsibilities within the school.
- Positive relationships and communication within the community
- Ability to take advice, reflect and take directives to improve the learning outcomes for students and the school.

Conditions of employment, including guidelines on the engagement of temporary teachers is available on the Department's intranet at:

<http://detwww.det.nsw.edu.au/humanresources/tteach/welcome.htm>

Additional information regarding the engagement of temporary and casual teachers may also be found in the *Conditions of Employment for Temporary School Teachers* at:

<https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directories/humanresources/schoolteachers/recruitment/ttchcond.pdf>

Relieving as Principal

The Director of Public Schools, in consultation with the Principal, will make the decision as to who will relieve as Principal for both short and long periods of time.