



PAPAKAIO SCHOOL



313 Relieving Teachers Procedure

GUIDELINES

1. If a reliever is required it is arranged through the principal as early as possible to ensure that the classroom programme is not affected. It is expected that if a teacher is unable to be at school that they ring the principal as soon as possible after 7:00am on his Cell Phone.
2. Where possible relieving is covered by the Principal, in-house or by part time teaching staff.
3. If this is not suitable an outside reliever shall be employed.
4. It is reasonable to assume that qualified teachers are competent to do the job for which they are employed.
5. The Principal shall ensure teachers employed are NZ registered by sighting their current registration documentation.
6. Class teachers may recommend the employment of persons they know to be best-suited to the needs of the class.
7. Class teachers are to liaise with the Reliever in advance and as much as possible ensure the learning programmes continue with the minimum of disruption. It is important that teacher's planning is up to date and their systems and routines are well enough documented and understood that they can be easily followed by a replacement teacher with a little support from either teacher-aides or the students.
8. Relieving teachers shall be made fully aware of the expectations of the school in respect to preparation and teaching and shall be expected to teach, and to carry out usual and reasonable duties.
9. Relieving teachers are not baby-sitters and they should follow the class programme. The exception to this may be when a relieving teacher is called in at very short notice (emergency relief), e.g. at half hours notice.
10. Playground and lunch supervision makes up the usual day of any teacher in the school.
11. Class teachers shall have available at all times a timetable, and an emergency lessons folder, which relievers can expect to follow. It is suggested that these packs are put together in syndicates. It is not necessary or reasonable for a class teacher to plan every minute of the day for a reliever. A reliever can expect a 'skeleton plan' of the day's events within which they can operate. A reliever can also expect necessary teaching resources to be available. Emergency lessons need to be available in the case of a teacher's unexpected absence from work.

Reviewed June, 2013