MANAGEMENT

STAFF SHORT TERM REPLACEMENT POLICY

GENERAL STATEMENT

The relevant conditions and length of entitlement to various types of leave are prescribed in the Employment Agreement relating to each staff member.

RATIONALE

Student learning is greatly affected by the quality of teaching that they experience. The school must provide the best replacement learning opportunities possible whenever staff are absent. There is a need to ensure that strategies employed to cover absent staff minimise disruption to classroom programs where possible.

IMPLEMENTATION

- The Assistant Principal (Management and Accountability) is responsible for the employment of Casual Relief Teachers (CRTs). The Assistant Principal works in conjunction with Debra Whiteway to contact CRTs.
- All staff are provided with the phone number for the schools ‘virtual message bank’ (ph. 95131889) which they are required to ring, before 7am on the day of their absence.
- Only classroom teachers, and specialists who provide ‘release’ time, will be replaced.
- CRTs will only replace a classroom teacher where the teacher has eight or more students (Grimshaw) or five or more students (Junior) and the teacher has their class group for a minimum of four sessions in the day (Grimshaw) or three sessions in the day (Junior).
- If the classroom teacher is not to be replaced due to the above criteria then the class will be covered by:
  1.) the splitting of classes within the section (two or more classes cannot be split within the one section simultaneously)
  2.) the Team Leader
  3.) the Assistant Principal
  4.) the Principal
- If a CRT has a class and the students move to a specialist teacher, the CRT will be redeployed within the section by the Team Leader (Kirrily Lamers for Grimshaw specialists) based on teacher and section need at that particular time.
- Teachers, where possible, should only support student learning during this time (not take extra release time), eg. assess or work with an individual student or small group.
- The first trainee/ES staff away within a section on a particular day will not be replaced at the Grimshaw Campus. Trainee/ES staff will be replaced at the Junior Campus and in the Food Technology Centre. Trainee/ES replacements are funded from the ‘Casual Relief ES budget’.
- The ‘CRT Budget – Personal Leave’ covers personal leave including sickness. The ‘CRT Budget – Other’ includes cover for ‘whole school’ PD, coaching and organisational duties.
- Teaching and ES replacements are from Concord School’s approved list of CRTs or from the ANZUK teaching agency.
- Sections may employ CRTs or ES staff at any time out of their section budget.
- When the year’s budget is close to expenditure, possible strategies to cover absences will be discussed.

RESOURCES

- CRT Budget

EVALUATION

This Policy will be evaluated as part of Concord School’s policy review cycle.