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 Leading Teacher - Management and Accountability is responsible for the employment of Casual Relief Teachers (CRTs). The Leading Teacher 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.
- 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 Leading Teacher (Teaching & Learning Coach or Management & Accountability) 4.) the Assistant Principal 5.) the Principal
- If a CRT has a class and the students move to a specialist teacher, the CRT will be redeployed within the campus by Christine Pillot for Bundoola Campus and Kath Moore for Watsonia Campus; This will be based on teacher and section needs at that particular time.
- Trainee/ES staff away within a section on a particular day will not be replaced at the Bundoola Campus. Trainee/ES staff will be replaced at the Watsonia Campus and in the Food Technology Centre. Trainee/ES replacements are funded from the ‘Casual Relief ES budget’.
- Trainee/ES will be replaced after their third consecutive day of absence.
- Behaviour support ES staff members may be redeployed to cover classroom based aides by the Assistant Principal – Student and Staff support.
- Team Leaders can liaise with the Leading Teacher Management and Accountability if they have exceptional circumstances and are seeking special consideration to replace staff.
- The ‘CRT Budget – Personal Leave’ covers personal leave including sickness. The ‘CRT Budget – Other’ includes cover for ‘whole school’ PD and organisational duties.
- Teaching and ES replacements are from Concord School’s approved list of CRTs or from the ANZUK teaching agency.
- 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