



Every Student, Every Classroom, Every Day

Strengthening support for teaching and learning excellence in every classroom

Policy Area: CLASSROOM RELIEF STAFF

Date Created: 30 March 2021

1. Rationale

At Beaumaris Primary we endeavour to provide continuity of our learning program at all times. Therefore, in the event of a staff member being absent, we call on our carefully selected relief workforce to provide a quality service to the school and our students.

2. Teacher Quality Development

2.1 To preserve and retain the quality service of our relief workforce, we provide opportunities for ongoing development and professional learning. Opportunities for our relief workforce to enhance / gain explicit instruction skills and become familiar with the targeted teaching model will be ongoing.

2.2 Our **approved** relief staff may access this development through the following:

- Invitation to Teacher Development events
- Staff meetings
- School Development Days
- Shadowing (by negotiation with the Administration)

3. Responsibilities and Expectations

3.1 When employed at Beaumaris Primary relief staff are required to be onsite for a full or half day by 8.15am for an 8.30am start or 11.20am for an 11.30am start respectively.

3.2 Relief staff are required to adhere to the Department of Education WA Code of Conduct, and all elements of the respective awards for Teacher and Education Assistants.

3.3 Teaching staff are required to satisfy proficiency in the Australian Professional Standards for Teachers, and as such will be expected to adhere to the following within reasonable time constraints:

1. Present to the school with a professional standard of dress, and ensure safe footwear is worn;
2. Mobile phones are not used for any reason during instruction time;
3. Provide active duty of care when rostered for playground supervision;
4. Assess and mark any student work and record this for the regular teacher / EA;
5. Ensure the health and safety of any students with special needs is considered and acted upon as required;
6. Provide duty of care and account for the attendance of all students;
7. Provide written notes for the absent teacher or EA as appropriate;
8. Ensure that the classroom is left tidy and in good order; and
9. Sign out (Passtab) at the completion of the duties required for the day.

4. Issues and Concerns

4.1 Where there is any doubt about the quality of teaching of the relief workforce, this will be discussed directly with the employee so that issues may be addressed in a fair and timely way, and support / development offered within reason.

4.2 If the Department of Education WA Code of Conduct is breached by a relief employee, immediate removal may occur from the Approved Relief list. In some severe situations, reporting the employee's conduct to Standards and Integrity and Regional Office may occur.

Addendum 1: Relief Process

Addendum 2: Code of Conduct

Review Date: 30 March 2022