

## **RELIEVING TEACHERS POLICY**

### **RESPONSIBILITY HELD BY:**

- Principal
- Staff
- Reliever

**Liaison** - Senior Management

### **PURPOSE:**

1. To provide relieving teachers in the event of absence by teaching staff.
2. To provide continuity in teaching, for all children.
3. To provide support for relieving teachers, while at school.

### **OBJECTIVES:**

1. When a staff member is unable to be at school the Principal shall be informed at the earliest opportunity, while he is at school or prior to 6.45am on the morning of absence.
2. The Principal or delegated person will obtain relieving teachers, taking into account reliever availability, level of students taught, reliever's experience and other relevant factors (eg teacher registration).
3. Teachers shall have planning for the day(s) of their absence available for the relieving teacher, prior to the commencement of the day's programme, except in exceptional circumstances.
4. Should the exceptional circumstances preclude planning being available, Deputy Principals or Team Leaders will discuss and approve a programme of work with the relieving teacher.
5. Each team leader will liaise with relieving teachers. Liaison will include the provision of the daily work plan, informing of any supervision duties, showing the relieving teacher the allocated work space and a secure area for personal belongings, answering any queries and general support during the day.
6. Relieving teachers will teach the class generally in accordance with the work plan provided. Variations may occur as a result of altered circumstances.
7. Should problems arise which the relieving teacher has difficulty in resolving (eg disciplinary problems, health and safety matters), then the Deputy Principals should be approached for guidance.
8. Relieving teachers will carry out any supervision duties normally carried out by the teacher for whom they are relieving.
9. Relieving teachers will ensure that a salary and travel claim form has been completed in consultation with the office staff, prior to completing their working day.
10. Relieving teachers will be provided with a *Relievers' Information* book prior to commencing their day's teaching. (See Appendix 1).