

APPLYING TO BE A RELIEF TEACHER AT SPRING HILL PRIMARY SCHOOL

Spring Hill Primary School is happy to accept quality relief teachers. We use the **Schrole Cover** program to facilitate easier application for relief teachers and easier notification and scheduling of relief positions. Schrole Cover's website and mobile phone app are available free from the AppStore and Googleplay.

Before applying, please complete the following steps:

To teach in a Western Australian public school, including relief teaching, you must have a recognised tertiary teaching degree. Individual schools are responsible for the employment of relief teachers as and when required.

Step 1

Check the Department of Education's eligibility criteria to ensure you meet the requirements to teach in a Western Australian public school.

Step 2

If you don't already have a Working With Children Check (Western Australian) card you must apply within five days of starting relief teaching. **Nobody is able to commence with the Department until their NCCHC has been finalised and they have been issued with a current SCN (this policy position is known as 'No Screen, No Start')**. The school will submit a commencement form and generate your employee identification number (known as your E number or ID) when you start work.

When applying for relief teaching positions through the Schrole Cover program you will need to specify Spring Hill Primary School as your relief school, along with your availability and upload the following documents:

- Teacher Registration Board of Western Australia Number (TRBWA)(current and not expired-scanned image of the document is acceptable for uploading through Schrole Cover Program)
- Criminal Screening Clearance Number (current and not expired)
- Working With Children Check (current and not expired-scanned image of the card is acceptable for uploading through Schrole Cover Program-please present actual card for confirmation on initial visit to school)
- Department of Education ID Number (if available)

Please note that new relief staff CAN NOT be added to our list until copies of ALL the above mentioned documents have been provided to us.

Our Schrole list is reviewed regularly and inactive users or staff with expired credentials are automatically removed. At the end of each year our Schrole list is cleared. All relief teachers are required to provide updated information each year to Spring Hill Primary School.

As a relief teacher at Spring Hill Primary School you are expected to:

- Behave in a manner consistent with Department of Education's Staff Code of Conduct which clarifies the type of conduct that is expected in the performance of your duties.
- Provide a duty of care to protect students from risk of harm that can reasonably be foreseen when students are involved in all school activities, whether on or off the Department site by providing proper and adequate supervision ensuring the safety and well-being of students.
- Ensure you have read the Relief Teacher Handbook and are adequately informed.
- Follow the lesson plans as set by the classroom teacher.
- Provide feedback to class teacher regarding any incidents that might need follow up.