



3.7 TEACHER RELIEF

Approved by: Board of Trustees

Contact: Headmaster

Group: Leadership Team

Date effective: June 2018

Review date: June 2021

Reviewed by: Leadership Team

Policy statement

The college will provide relief cover for teachers unable to attend scheduled classes for reasons including:

- Sickness
- Professional development
- EOTC involvement
- Sports/cultural exchanges
- Family or personal circumstances

Policy rationale

To keep within the terms and conditions of the Secondary Teachers' Collective Contract.

Relief cover for scheduled classes is provided :

- To enable teachers to take part in scheduled activities outside the classroom as required by the college and as allowed under the Secondary Teachers Collective Contract
- To enable students' teaching programmes to progress in the absence of their regular teacher
- To fulfil requirements for students' safety and supervision
- To attempt to provide a continuation of the educational programme outside the classroom

Responsibility for implementation

1. Headmaster

- Supervises the relief coordinator
- Monitors the relief budget

2. Relief Coordinator

- Implements the policy on a daily basis
- Engages and supports a pool of day relievers
- Liaises with the Headmaster who coordinates with the finance office / PD requirements / teacher ic Mataki / EOTC in managing the relief budget/ & Sports Coordinators

Procedures

1. Applying for Leave / Relief

- It is expected that meetings, appointments [personal and school], activities [personal and school], etc will be organised, where possible to take place during non teaching time in order to minimise the disruption to normal classes.
- Medical appointments which have to be taken during school time may be coded to a teacher's sick leave entitlement.

- Failure to gain permission may result in a disciplinary process for the staff member which includes a loss in wages.
- The Relief Coordinator will only cover staff absences [other than personal or family illness] if he receives a copy of the written / email permission forwarded on from the Headmaster.
- Copy of the written / email permission will be forwarded to the Finance office
- If a staff member is out of class for a 'funded' activity the relief cost should be charged to that activity and the recovery credited to that activity. eg Matakai.
- Events – eg Exchanges, Swimming & Athletic sports ... application for relief on behalf of all the teachers involved will be completed by the Sports Coordinator
- If a staff member is on Leave Without Pay the reliever costs will be charged to relief but the savings in 'TS' or 'Bulk Funded Staffing' will be credited to 'Relief'

2. **Cover for Relief**

Priority listing for who is to cover classes will be as follows:

- a) a XXX period
- a) suitable day relief staff
- b) a request will be made to a staff member to cover
- c) a request made to staff to cover, with payment provided.
- d) as required eg particularly when not required to teach a class TT Policy

3. **Relief Coordinator**

Coordinator of relief will keep an accurate log of teacher usage which will be given to the Headmaster at the end of each Term.

4. **Staff preparation for a relief teacher: expectations**

- Except where relief needs are unplanned (e.g. unexpected illness, family emergency) members of staff are expected to leave lessons prepared for the teacher relieving for them. Such lessons should allow the relieving teacher to take a largely supervisory role.
- HODs should have some prepared lessons / material to cover teachers who are away for emergency reasons
- Computer room/netbook use bookings lessons should only be set for relief if your class(es) are in the middle of a computer room/netbook use based topic. (except for specialised Computer studies classes)
- Prepared relief lessons should be left in a place easily accessible by the reliever (and known by the relief organiser) and include a class roll, any materials, keys (or information about who to contact for these) or other equipment the reliever will need.

5. **Special Medical Needs**

- A Health & Safety Needs list for relievers is provided. The San nurse to keep an up to date list and her cellphone number/contact details available to relievers (and all staff)

Related Policies:

- Personnel Policy Timetable
- Personnel Policy Staff Leave