

KAIKORAI VALLEY COLLEGE



STAFF RELIEF PROCEDURE

OBJECTIVE

To ensure that an equitable and acceptable system of staff relief is implemented.

GUIDELINES

1. Targeting staff non-teaching time to fulfil relief teaching requirements is to be kept to emergency situations only.
2. Staff who are employed on a part-time basis, who are keen to carry out additional paid relief duties, will be called upon first to cover classes relevant to their expertise.
3. Staff requiring other than emergency relief cover must inform the teacher in charge of relief in writing by interval on the Thursday preceding the week relief is required. This request must be signed by the Principal or their delegate (e.g. PLD facilitator)
4. Where possible, relief is posted every Friday for the week ahead.
5. Employed relievers can be expected to actively teach the class, where possible utilising lesson guidelines left by the absent teacher.
6. Only registered relievers will be employed. Ideally they will have curriculum knowledge in the area to be covered.
7. Where a reliever is employed for the day there is an expectation that they will cover any interval or lunchtime duties as required.
8. When a teacher contacts the person in charge of relief they must alert them to any whanau group times that will need covering.

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