Provision of Alternate Qualified Staff

Policy Scope
This policy relates to ACC Marsden Park Ltd.

Policy
The school will have a roster of qualified teaching staff that can be used on a casual basis in the event that a part-time or full-time member of staff is unavailable.

The process for employing a teacher on a casual contract
2. The Principal interviews the applicant and decides whether or not to offer a Casual Employment Contract.
3. If the contract is going to be issued, the Manager of Administration completes the Letter of Offer Checklist which enables a Casual Employment Contract to be issued. As a part of this process, the applicant is required to submit:
   a. Copies of their teaching qualifications
   b. A current Working with Children Check
4. The applicant signs the Employment Contract

The maintenance of records relating to teachers on a casual contract
1. The Administration Officer will create a personal and confidential file for the casual employee which includes:
   a. A copy of the employee’s resume
   b. A copy of the employee’s teaching qualifications
   c. A copy of the employee’s current WWC
   d. The acknowledgement section of the ACC Staff Handbook (when returned)
   e. The Child Protection Annual Notification (when returned)
2. The Administration Officer will add the employee’s information to:
   a. The school’s staff register
   b. The school’s WWC register

The induction process for teachers on a casual contract
1. The Manager of Administration will provide the following information before the casual employee begins work:
   a. A general site induction including issues such as the location of the staff bathrooms, staff kitchen and supervision areas.
   b. ACC Staff Handbook
   c. A copy of the Child Protection Policy
   d. Access to the Internet through Netbox Blue
2. Casual employees must return the following information to Manager of Administration as soon as possible:
   a. The acknowledgement section of the ACC Staff Handbook
   b. The completion of the Child Protection Annual Notification

When will a casual employee be used in the school?
1. The Deputy Principal will use a casual employee in the event that a part-time or full-time member of staff is unavailable.
2. The Deputy Principal will use the Edval system to determine which casual employee is suitable for the role required.
3. The Deputy Principal will contact the casual employee via SMS message or telephone call on the morning that the casual is required or earlier if the school is aware that the regular staff member is going to be away.
4. The Deputy Principal will brief the casual employee on their responsibilities for the day.

Teacher Accreditation Authority & teachers on a casual contract
1. Please refer to the TAA Policy for information relating to TAA processes and teachers on a casual contract.

Documentation
1. Letter of Offer Checklist
2. Staff Register
3. WWC Register
4. Staff Personal Files

Policy Review
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version
4.0