STAFF EMPLOYMENT POLICY

Rationale

Our Lady Help of Christians Primary School adheres to the regulations of the Victorian Institute of Teaching as the statutory authority for the regulation and promotion of the teaching profession in Victoria established by the Victorian Institute of Teaching Act 2001.

Aims

This policy aims to ensure that:

- The school adheres to Victorian legislation related to teacher registration
- A record of all teaching staff and their registration details is maintained at the school

Implementation

- All practicing Teachers at Our Lady Help of Christians Primary School must be registered with the Victorian Institute of Teaching (V.I.T)

- All teachers at Our Lady Help of Christians Primary School are required to present their original V.I.T registration card at the time of employment and each year when registration is renewed.

- The Principal or delegate will access the V.I.T website for Principals, to ensure all teachers’ registration is current.

- A list of teachers’ names and registration details will be compiled each year and filed in the Principal’s office.

- Registration details will be recorded on each teacher’s personnel record, which is on the sector website, Catholic Education Victoria Network, Information and Support Services (CEVN-ISS), Personnel Record System.

Emergency Teaching (CRT: Casual Relief Teacher)

Emergency Teachers need to fill in an Emergency Teacher enrolment form, which includes:
- VIT registration (sited by Deputy Principal)
- Previous employment experience
- An Emergency Teacher folder, detailing medical, behavioural, special needs children
- Classroom/school procedures & discipline procedures, Emergency Teacher sheet/daily planner (given on arrival)
- Day to day program diary recording what has been done for the day
- Day timetable, including any specialist classes
- Yard Duties

Emergency teachers are also required to sign the Emergency Teacher booklet and provide Taxation/Bank Details/Superannuation details to office staff

Evaluation

This procedure will be reviewed as part of the School Improvement Plan and in accordance with any changes to legislation.