

Tea Tree Gully Temporary Relieving Teachers (TRT)

Scheme



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INFORMATION and HINTS for TRTs.

LESSONS: Always be prepared with lessons and resources suitable for the year level you are to teach. Please be aware that this is a condition of your employment as a TRT. You must be prepared with resources. Lesson notes will **not** always be left by the absent teacher.

TIME: Give yourself plenty of time to be prepared before school starts. Never be late.

If you are going to be late, eg caught in traffic, late notification of TRT callout, ring the school to let them know.

BEHAVIOUR MANAGEMENT: The largest amount of feedback comments we receive from schools involve behaviour management skills displayed by the TRT. If you set disciplinary measures – you must follow them through.

Check the particular school's behaviour management policy before you start and follow it through.

SPECIAL SKILLS: If you have a teaching qualifications or specialist skills eg PE, Music, a Language, Library, Working with students with Disabilities, write it on your TRT form. Do not write skills on your form that you do not have. Skills or experience in areas such as working with students with Autism and other students with Special Needs, will support your placement in roles.

TICK AS MANY SCHOOLS AS YOU CAN. THE MORE SCHOOLS YOU ARE AVAILABLE FOR, THE MORE CALLS YOU WILL GET.

½ DAYS: All TRT's should expect to be asked to do the occasional half-day. If you refuse, it will be considered that you are unavailable for that day.

Please be aware that we endeavour to be as fair as possible when placing TRT's into vacancies, but we also follow school requests for particular people. We fill vacancies in the order that we receive them, so the earlier a school notifies us, the greater the chance we can get their preferred TRT. We also take note of both TRT and School requests when they do not want to be linked. If a TRT takes up a contract placement, we would appreciate you informing us of the dates that you will be unavailable for call out. This can save us a lot of time.

With thanks,

Leanne Trewartha (Principal – St Agnes School, Host School for the Scheme)

Tim Van Buuren (Scheme Manager)