

Teacher Contract

Agreement of Expectations between Resource Ed Personnel and the Teacher

(Please photocopy your signed Agreement for archival purposes)

Terms:

The company- known as Resource Ed Personnel

REdP- initials for the company

VIT- Victorian Institute of Teaching

DET- department of Education and Training

PMR- Performance Management Report

Resource Ed Personnel's Performance Management System and Professional Standards

I understand that in the implementation of its Performance Management System, REdP adheres to the VIT Standards of Professional Practice and Code of Ethics (Copies are available in pdf format from our web site). Consequently, I am to at all times, to conduct myself as expected of a professional teacher and conscientiously perform my duties as allocated by the client school and REdP in a responsible, proficient and caring manner.

I am to follow the school's teaching schedule as described by the teacher's Work Program. I am to leave a copy of completed work on the REdP's CRT Activity Planner and any other instructions I have given to the pupils.

I will upon completion of my assigned booking leave the room or area in a clean, tidy and secure manner.

I am to conduct myself in a professional manner in all forms of communication with school staff, students, parents and REdP. Where opinions or advice are sought by parents, guardians, siblings or students on pupil performance, behaviour, development or related matters I am to direct the parent, guardian, siblings or student to the appropriate person in the school.

Duty of care

My duty of care extends to all students or children under my care or where directed by the client in the client's school.

I accept, where directed by the client, to provide supervision including "yard duty."

I understand a "normal" (6 hour) working day comprises, 5 hours of teaching, ½ hour of paid lunch and ½ an hour of paid duty. Or the hours designated by the client school as outlined by the Area Manager.

Yard duty is normally conducted between the hours of 0900hrs and 1530hrs of a working day for a CRT. As a teaching professional, I am expected to commence work in the client's school no later than 0830hrs and conclude no earlier than 1545hrs or by agreement with the client school in a "normal" working day. I am expected to plan (between 0830 and 0900hrs) or to become familiar with the client's school operations, OHS policy or to prepare student materials for the nominated grade, teaching area or level.

From 1530hrs to 1545hrs, I am to ensure all students have left the building securely and I have left the room in a clean, tidy and in a secure state.

Where I wish to alter these prescribed hours, I am to seek permission from the client school and alert my Area Manager. I will under all circumstances alert my Area Manager and school/authority where I can not fulfill my duties as offered in the booking. For example

where I am running late or have for what ever reason can not attend to the offered booking; I will alert the school and Area Manager immediately.

I understand and accept that between 0900hrs and 1530hrs the client school is fully entitled to ask to me to do some form of student supervision or yard duty. Where student supervision or yard duty is asked outside of those working hours, the school and teacher must agree to those provisions.

I will ensure the correct and agreed or altered times of my employment are entered of the client's Time Sheet.

Suitable Clothing for CRT work

I am to wear neat and tidy attire appropriate to the school's dress code for teachers. Tracksuits and other specialist attire are only appropriate for those specific appointments.

Teacher Registrations and notifications

I have provided REdP with certified evidence of current VIT Registration, criminal record clearance, fitness to teach and if applicable, I have provided evidence of a Department of Education & Training criminal records check. I am to notify REdP should any criminal proceedings be brought against me.

At all times I am to have available evidence for schools of my current VIT registration and criminal records check and I am to wear my REdP photo identification badge where supplied.

CRT Work Offers and Employment contracts

I understand and accept where I have accepted an offer to work from either an Area Manager or representative of the company I am obliged to fulfill that offer, to the best of my professional abilities in accordance with all the requirements.

I have read and accepted these clauses by signature and date on this agreement.

I accept that where an offer of employment other than the offer from our company representative is made to me. I will immediately alert the company of that offer.

I understand where I have been introduced to a school via the company; I work solely under the auspices of the company's contract with the school and the agreement I have signed with the company.

Contracts:

I understand from time to time the company may transmit my CV/resume for the purposes of a finding a suitable teacher for an agreed school contract. I accept the company is acting to represent my best interests in sourcing a contract of employment with a school or authority. I accept that where the school or authority has my CV/resume that information is confidential and may not be used for purposes other than the purpose of the agreed school contract for sourcing a contract of employment.

Please forward my CV, resume or profile for contract purpose where applicable

I understand that should I receive an offer for an either casual or contract employment, I will notify the company immediately the offer is made so that an appropriate charge or fee can be levied against the school. I understand and accept that where the school or myself

move outside these accepted guidelines a fee can be levied against the school, the teacher or both.

OHS & WorkSafe:

I understand where REdP has placed me in a school; I am under the auspices of the schools OHS policy and will comply with those directions. I understand before commencing work in a school I am to initial the school's Time Sheet in the OHS column, signifying I have read, understood and accept the provisions of the school's First Contact Checklist and have been notified of any current unsafe work areas within the school's boundaries. I understand I have an obligation to report any unsafe work area to the school's OHS officer.

I _____ (insert full name) have read, understood and will comply with all REdP expectations and procedures as described in all available Information, Joining & Agreement and pdf documents. I agree to adhere to all expectations as described; I accept full and sole responsibility for my attempts to meet them while teaching for REdP. I accept full responsibility for any breach of the Expectations, Information and Join Information packages; The VIT's Code of Ethics and Professional Standards of Teaching, the school's and REdP's OHS policies or disregard any lawful direction given by the client schools authorities.

I declare that I have never been charged, convicted or found guilty of a criminal offence, nor do I have any matters unresolved or pending of professional misconduct or employment restrictions issued by the DE&T's Conduct & Ethics Department, Registered Schools Board, Catholic Education Office or any local, interstate or overseas school or authority that may or would prohibit me from teaching in Victoria or Australia.

Each year I will notify (by certified photocopy) REdP of my renewed VIT registration and (where necessary) criminal records check. Failure to do so will mean loss of REdP registration and work offers.

Signed: _____ Date: _____

A signed, dated and returned Agreement is conditional to work as a teacher with REdP.