

ABOUT

SOUTHERN TEACHING SERVICES

founding member of the Teacher Agency Network of Victoria

P.O. Box 6030
Frankston Vic 3199

For
Integration
Aides and
Kinder
Assistants

OFFICE
9766 2777

Web Site:
southern-teaching.alphalink.com.au



Owned and run by Russell (25 years school administration experience) and Janet Mansfield (25 years experience in office administration and personnel agencies) *Southern Teaching Services* has been in business since 1991 and has grown to manage over 60 schools in the southern suburbs. Each year we find regular work for over 400 CRTs and around 20 integration aides. Work for Aides is most often available in Special Schools and in Kindergartens. There is also occasional work in the standard school system. Many will end up permanently employed in these situations. After 6 months with us, most of you will find you are getting all the work you want. Be aware that February and March are very quiet so newcomers may find it difficult to get regular work until term 2.

While you are welcome to freelance outside our system, we will give preference to those who are most often available to our company. We encourage our schools to tell us which replacement they want. If no request is made then we try to share the work around. We will introduce you to 2 or 3 local schools within the first 10 weeks and if this is not enough we will try 1 or 2 further afield. Integration Aide positions do not arise consistently so sometimes you need to be patient.

Schools expect you to be neat and punctual and to represent yourself in a professional manner. You should regularly read the schools' suggestions on "What Every Emergency Teacher Should Know". Many aspects of this document also apply to Aides. File securely all information you receive from us and re-read it from time to time. You are entering a highly competitive industry. We will do everything in our power to help you to advance your career or just to find occasional work the choice is yours.

We look forward to meeting and working with you in the very near future. The attached documentation is the minimum required under government regulations and is not time-consuming if you follow our instructions carefully. Please ring with any queries in this regard. Be wary of any schools or agencies operating on less documentation as it may leave you and the school in a legally precarious situation.

You must have a current driving licence, as well as your own answering machine (with a flashing light) and the use of a vehicle ... to work in our system.

Read all the included information carefully then ring Russell on 97662777 before you complete any of these forms.. If you can't reach him during the day, try again between 7pm-9pm.

Regards,
RUSSELL AND JANET MANSFIELD

DOCUMENTATION REQUIRED (Teacher Aides)

After you read all the attached information you must ring Russell after 7.00 pm. on 97661667 and go through the details **before** you begin to complete these forms. Have all of these pages in front of you when you ring.

1. Information/Agreement Form

Sign and witnessed this with a dark blue pen. Any witness (any adult at home) can sign and date it. Make a photocopy of this page to bring in with the original.

Note: any signatures from here on must be done with a DARK blue pen.

2. Application For Employment in STS Schools

Complete this document with a dark blue pen and take to police station to get stat.dec. section witnessed by policeman in blue pen. Make a photocopy of this page to bring in with the original along with 3 passport-sized photos (recent) of yourself. They must be light and bright. Dark photos are of no use to us. Do not stick them on the sheet.

3. Qualifications

Qualifications are not essential in your situation but if you have any which you feel will assist you in gaining work you will need to bring the original certificate plus two certified photocopies. (See certifying documents, below.) All certifications must be signed in DARK blue.

4. Driver's Licence

Bring your original plus three certified copies of only the front of your drivers' licence. We do not need the back! Three light, bright copies blown up in size (about 25% bigger). Each on separate white, A4 sheets. Make sure the photocopies were certified by the policeman with a blue pen.

5. Passport

Only required if you arrived in Australia less than 3 years ago. Three photocopies of the picture page, 20% enlarged, and three of the visa page. Get each of these 6 pages **certified**, in blue pen, by the policeman. Bring in all 6 pages plus the original passport.

6. Working With Children Check- (not a Police check).

If you do NOT already have one you should apply at any post office immediately. They will assist you with your application. You will need to pay to have it processed. You should get a response letter within a week which you can use while waiting for your card to arrive (about 4 weeks).

If you possess a recent card, simply get 3 photocopies, 20% bigger than normal (picture side ONLY) and have them certified at the police station. Make sure the policeman signs them with a blue pen. Bring the 3 certified copies, as well as the original when you come to see us. Standard Police checks are not valid for AIDE work.

Ring us if you're not sure what to do with any of the above.

Certifying Documents

All certifying must be done at a Police Station. Ask the police officer (politely) to complete any certifications in BLUE rather than black. This is to help our schools identify original certifications from photocopies. We will not accept items certified with Black Biro, pen or other. Take a blue pen with you and watch the officer does not inadvertently pick up a black one. Assume police stations are strewn with black bios.

Note: When all documentation is fully prepared, certified, witnessed and signed ring us on 97662777 to make an appointment. We see new documents only on Saturday mornings. Always at 10 am. Bring all completed documents when you come in for the two-hour orientation session at 3 Savannah Crt. FRANKSTON 3199. Mel Ref: Map 99 H 11.

INFORMATION/AGREEMENT FORM – Aide/Assistant

SOUTHERN TEACHING SERVICES Pty.Ltd. A.C.N. 082 164 252

P.O. Box 6030 FRANKSTON 3199

Phone: 9766 2777 24hrs. every day.

Office: 3 Savannah Crt. Frankston. Melway Ref: Map 99 h 11.

This agreement is between “the applicant”(below). and Southern Teaching Services Pty Ltd (otherwise referred to as “STS” or “the Agency”).Please read and digest all information outlined below. If you have any queries ring us .Do NOT complete any pages until you have gone through the details with Russell.

GROUP PAYROLL SCHOOLS

Southern Teaching Services’ schools will pay me through the STS Group Payroll system. Such payments will be made electronically into my bank account fortnightly. Superannuation will be paid on my behalf at the employer contribution rate every quarter. At time of this publication the pay rate is \$18.93 per hour plus 9% (\$1.70) superannuation. After commissions and super are taken into account it costs around \$2 per day for you to work in our Group Payroll schools. (See payment guide, Page 5)

CONTRACT AGREEMENTS- \$80.00 Flat Fee.

Viz. Contract/agreement involving 20 or more working days, (part time or full time) I pay **\$8.00 per day** for the first 10 days worked, the remainder of the contract is free of charge. This will apply to all locally-approved as well as DSE-approved contracts. Payment should be made in a Block Payment of **\$80.00 upon receipt of invoice.**

A Contract Fee would not apply at any school where I had worked in a continuous full-time or part-time role (not including occasional casual days) during the preceding 12 months. If in doubt, ring us.

EMPLOYER RESPONSIBILITY

I accept that the particular **school at which I am working** is my “employer”. Southern Teaching Services is a referring agency only and as such accepts no legal or financial responsibility for any accident or injury or other loss or suffering which I may incur at the place of work to which they referred me.....or on any such occasion which may arise between my home and the referred place of work. I do not hold Southern Teaching Services accountable for the quality or performance of my work. I herein indemnify Southern Teaching Services from any responsibility, explicit or implied, which could be considered to be that of an “employer”, (including Work Care Insurance). I will check with each school that I am covered by them for WorkCare Insurance prior to commencement. While STS accepts responsibility for any mistakes it makes in the processing of my payroll, they will not accept responsibility to compensate or make good any amount a school may refuse to pay me (for whatever reason) for a particular job.

GENERAL

S.T.S. only charges for work at its **enlisted** schools. That will include ANY **follow-up work** within a period of twelve months following my last Agency assignment at that venue. In all such circumstances I will notify Southern Teaching Services and pay them the referral fee as outlined above. My files and information will be kept strictly confidential. I may, or Southern Teaching Services may, terminate this agreement at any time (having first paid any outstanding commissions) and Southern Teaching Services will ensure that my files are destroyed or returned to me if requested.

AGREEMENT

In signing this document I, _____
(full name of applicant)

..... hereby confirm that I have read and understood all the terms and conditions of this agreement and that I am aware that I may be held legally accountable if I fail to comply with such conditions.

Date: / / . Signature of applicant: _____

Signature of Witness: _____

Witness’ name: (Print) _____

APPLICATION FOR EMPLOYMENT IN STS SCHOOLS AIDES /ASSISTANTS

Name of Applicant: _____

Date of Birth / / . Tax File No. _ _ _ _ _

Street Address : _____

Suburb : _____ P/Code _____

Phone: _____ Mobile: _____

Email: _____

Emergency Phone: _____

Please bring 3 light photos this size to interview.

HEALTH/ EMPLOYMENT HISTORY

Positive response to any of the below situations will not necessarily prevent you from being employed. You must, however provide sufficient details for a current assessment of your circumstance. If no situation occurred write "NIL" on each line.

1. I hereby declare details of any illness (physical or emotional) which has already (or may in the near future) cause me to cease employment or take extended leave for more than 1 month.

2. I hereby declare details of a past dismissal or demotion as a result of disciplinary action in a child- oriented workplace.

QUALIFICATIONS

Qualifications are not essential but you may list any which support your application. List only those for which you can provide proof of completion.

Name of Qualification	Name of School/University	Year Commenced	Year Completed
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REGULAR DAYS YOU CAN'T WORK (or other things to mention)

STATUTORY DECLARATION (To be completed at a Police Station. Use blue pen.)

I, _____
(APPLICANT'S FULL NAME)

of: _____
(CURRENT RESIDENTIAL ADDRESS) _____ (POST CODE)

.....having read and understood the information outlined above, do solemnly and sincerely declare that the information provided herein is true and correct in every particular. I make this declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration to be punishable for willful and corrupt perjury.

Applicant's Signature: _____

Declared at: _____

Before me (name) _____

Officer's Signature: _____

Contact Phone No: _____

Date: _____

Official
Police Station
Stamp

Wages, Super, Salaries Calculation Page- May 2009

Below figures are calculated for working 10 days at different schools. Viz. 5 days at one school, 2 days each at 2 other schools and day at a third school. Because of Federal Govt. laws you would normally receive Super from only the first school.

Tax amounts are from the current ATO fortnightly schedule. All figures have been carefully checked for accuracy.

Casual Integration Aides	Award is \$22.59 per hr. or \$135.54 per 6hr day			
At Freelance Schools				
You get full Salary as per award	\$ 135.54		balance	\$ 135.54
You lose tax	-\$ 18.00		balance	\$ 117.54
You only get Super 50% of the time because the work is spread over several employers.				
So 9% of full salary x 50% =	\$ 6.10		balance	\$ 123.64
Resulting Benefit	\$ 123.64	Total Cost To You Nil		
At STS Group Payroll Schools				
You get full Salary as per award	\$ 135.54		balance	\$ 135.54
You lose tax	-\$ 18.00		balance	\$ 117.54
You get Super all the time. So Full 9% of Salary =	\$ 12.20		balance	\$ 129.74
You Pay Our Commission	-\$ 13.20		balance	\$ 116.54
Tax refund (approx.15% on total Commission)	\$2.00		balance	\$ 118.54
Resulting Benefit	\$ 118.54	Difference from freelance	\$ 5.10	
Despite Commission, overall benefit is very good.		Total Daily(6 hr) Cost to you is approx.	\$ 5.10	

BANKING DETAILS

You will need to give banking details for us to deposit your payroll. Most of our teachers are members of the Victorian Teachers Credit Union. If you are already, enter your member no below: If not, read on:

1. VTCU Members:

If you are already a member then please submit your member number below. There is nothing more to do.

We will pay directly into VTCU account before lunch on Thursday morning of pay week (on a fortnightly basis). Our money is already with the VTCU so there is no transfer fee (because it's done all within one bank).

Member number (no BSB etc. required)

Account Name (exact wording as shown on account)

2. Alternative Banking:

If you are not likely to have your VTCU membership organised in the next few weeks, you can temporarily nominate another banking system in the interim. Be aware there are many advantages in joining the VTCU as soon as possible. They operate an amazingly cheap and efficient banking establishment and have access to very cheap insurance, uniquely cheap housing loans and highly discounted travel bookings. You can ring them on 1300 654 822 and have the information and joining forms sent directly to you or go onto their website at www.victeach.com.au When you join ask for everything :

cheque book (stamped with your acct. name and not negotiable),

deposit book(stamped with your account name)

visa debit card (for internet purchases)

visa credit car (for banking and eftpos transactions).

Those who continue to maintain accounts outside the VTCU's banking system will receive their salaries 2 to 4 days later (because of time delay in transferring and double-handling by the banks). Banks currently do not charge electronic transfer fees but we cannot guarantee they will not charge such transfers in the future (from VTCU to your bank). If so, you will be billed for such costs. If you become a VTCU member we believe you will never face such transfer fees. We are not financial advisers but it is our informed opinion that the simplest and cheapest method available to you is to join the VTCU. In the meantime please leave your current banking details for us to pay into.

Bank: (eg.CBA, NAB, W/PAC)

BSB No: (6 digits)

Account No:

Exact Name on the Account:

Exact Wording of the name on the account (see cheque book or bank statement) eg. Mrs J A and MR R N Bosworth

Please Note:

Neither our company nor its management receive any reimbursements or commissions from VTCU.