

PROFESSIONAL ADVICE

*We are your agent, NOT your employer. We can offer advice, not instruction. Read carefully.
Ignore it at your peril.*

BEFORE YOU START

You should now consider yourself as a "business". Emergency teaching is a highly competitive industry. You should be organised, business-like and tactful. Dress Smart...Be "likeable"...Behave Professionally. **Teaching talent is simply NOT enough. Be organised. Get yourself a bookings diary and keep it accurately!**

1. Prepare a **Panic Box** three or four activity sets (30 copies of each) to use in **emergency situations** to keep children occupied for 15 to 20 mins. while you prepare for the day. It will save your life. Simple coloring-in or "fill -in the gap" type activities. Schools will replenish any materials you use while working. Ring us if you need assistance.
2. You are welcome to freelance as much as you like at schools which are **not** registered with our company. STS does not charge you for work gained at schools outside our registered list, but please first check to see if they are.

PREPARING LESSONS

Bring with you a variety of lesson plans just in case there is no program to follow. Be aware that some schools prefer you to make up lessons on the spot, which follow the themes within the classroom. Look in their books and at wall displays for ideas of extension or revision work based on what is currently being done in the classroom. Never turn up with no materials It looks bad.

COMPLACENCY .

*Because no-one is looking over your shoulder or bossing you around it is easy to become complacent.
Turning up late (after 8.30 am).*

Turning up empty-handed... not bothering to keep a supply of prepared work activities.

Letting your appearance deteriorate. Your dress needs to be more professional than most staff members.

Forgetting to pay attention to those "body language" items we discussed at the orientation session.

EVEN IF YOU'RE THE BEST TEACHER IN AUSTRALIA, COMPLACENCY WILL COST YOU WORK and MONEY.....AND ULTIMATELY, YOUR CAREER!!

PHONE US IF YOU HAVE QUESTIONS.

RE-READ THIS DOCUMENT AT THE START OF EACH TERM.

There are many agencies around the Melbourne suburbs. Always look to agencies registered within the **Teacher Agency Network of Victoria**. (TANVIC). This assures a healthy level of knowledge and expertise as well as a sound code of ethics. There are always cowboys trying to break into this industry. Be wary of inexperienced, un-prepared, or unethical agencies. They could lead to financial or legal nightmares.

CRIMINAL RECORD CHECK

Most teachers will NOT need to individually apply for a criminal record check. It will be done automatically by VIT with re-registration every five years. Ring us if you have any queries. Aides need to apply at Post Office for "Working with Children" certificate.

CONTACT NUMBERS FOR BOOKINGS

Peter- Inner Suburban Schools (west of Springvale) **98 550 550**

Pam- Outer Suburban Schools (schools east of Springvale or south of Edithvale) **87 741 580**

Payroll and other enquiries phone **9766 2777**.

⇒**READ THESE PAGES THOROUGHLY!!!**

Southern Teaching Services is NOT your employer. The school at which you are working at any given time is your employer. STS will not instruct you on how to teach nor assess your abilities/shortfalls in this area. We will however, pass on to you the general requirements and tips from our schools, which are as follows:

Firstly, get a Booking Diary for all your appointments. Don't lose it!

SCHOOL INSTRUCTIONS

1. You must carry, the following correctly certified photocopies **at all times** on your person or in your car:
 - ⇒ **Proof of Qualifications – VIT Card or letter**
 - ⇒ **Driver's Licence**
 - ⇒ **Passport or Birth Certificate (only if your qualifications were done overseas).**
 - ⇒ **Any name change proof (only if some docs show different name.. e.g. Marriage Certificate.)**
 - ⇒ **A completed "Application For Employment In STS Schools" (2 pages).**
 - ⇒ **Schools' Employment Agreement. Partially completed. (only if going to a NEW school).**

Schools may wish to borrow your documents to make further copies for their files. Make sure you get your own Certified Copies back - not a photocopy of it.

If this is a new school you must also include a fresh Schools' Employment Agreement with your name and address and name of school already completed.

2. If rung the night before, be there early (30 mins before teaching commences... new school 40 min!). Always report to the office when you arrive at a school and have your papers available. (see above)
3. Dress to impress (professional NOT cool!). Treat every appointment as an interview. Some schools have a dress code. Always bring some teaching materials even if you don't end up using them.
4. When new to a school ask if there are any instructions (preferably written) which are particular to CRTs, especially any pertaining to **discipline**. Try to ascertain school and classroom rules.. don't make up your own. Avoid any physical contact. Never pat, push, smack or cuddle children.
5. NEVER take personal reading material (magazines, novels, newspapers) into the classroom. Schools expect you to be **ACTIVELY** engaged with the children, not lazing at the desk. If there is a program, try your best to follow it.
6. Check your yard duty responsibilities. Expect 45- 60 mins in total. Usually half of lunch and half (or all) of recess. It does not relate to yard duty times of the classroom teacher you are replacing. Report hazardous situations, bullying or dangerous behaviour to the Principal or CRT Coordinator as soon as you are replaced on duty.
7. When your grade has time release (Art/PE etc) always report to the Office. If they have no plans for you, volunteer to take a special teaching group or to tidy up the Library - demonstrate enthusiasm...and cheerfulness.
8. Don't be afraid to introduce yourself to staff and the Principal. Many of them are feeling as tired and stressed as yourself. A cheery personality will always gain acceptance (eventually). Body language will make or break you.
9. At end of day leave room tidy - clean chalkboards, return books to shelves, tidy teacher's desk. Make notes for the returning teacher re work completed/not completed - reasons why. Try not to leave before 3.45 pm .
10. Before leaving make sure you sign the time sheet at the office and check that you have completed any taxation forms or other school information. Make sure that you collect any teaching documents you may have left with the office earlier in the day.

SUPERANNUATION

Our default provider is VicSuper because it has a history of security with good return. It has been the most commonly used Super scheme for state schools in Victoria for the last 50 years so you will likely end up in this scheme anyway.

EMPLOYMENT AGREEMENT

1. Make 15 photocopies of it and always keep one blank in your parcel.
2. When you arrive at a NEW school, complete sections (3) to (6) in dark blue and hand to Principal.
3. Principal or Deputy will complete items (7) to (10), then make a photocopy for you to keep.
4. File your copy at home. Keep it forever.
5. Make sure you always have spare blanks.

CERTIFICATION OF DOCUMENTS (to be done at a police station).

To be considered a "proof" document it must be either the **original document** or a **photocopywith an original certification on the front**. Only ONE picture per page... not front and back.

Our company insists all certifications be done at a police station. All stat.decs and other certified copies should be stamped, dated and signed at the police station in a colour other than black to make them clearly distinguishable from a photocopy of a certified copy. **A photocopy of a certified copy is NOT a "proof document"**. Each item must be certified on a separate A4 sheet. The Police Stamp to be placed across the front of the item NOT on the back of the sheet. Limit the number of certified copies to the exact number we request. The police do not appreciate witnessing 15 to 20 certifications. *Please thank them on our behalf.*

YOU MUST BE PERMANENTLY CONTACTABLE.

Our job is to get you as much work as possible, as economically as possible.

Your job is to enable us to do that swiftly and without difficulty!

We start ringing out tomorrow's jobs from 2 pm. each afternoon. Get back to us by **6pm**. If not, you miss out.

1. **We recommend you install an answering machine. One with a clearly visible flashing light.** You can leave a different message each day if you want.... eg, "This is Jenny Jones. I am not available for work tomorrow, Tuesday 15th. Your message should be brief and professional".
2. **Mobile Phones** . If you get a call from any of the below numbers don't answer immediately. Let it ring twice, then ring us. You should check for missed calls and SMS memos at least 5 times a day. (eg.7 am., 8 am, recess, lunchtime, after school, 6pm, 8pm .. **never during class time!**) Ring us back immediately.

The numbers to watch for are 98550550, 87741580 and 97661667. Enter them as "STS on your mobile"..

It costs us 63c to speak to you on your mobile but only 7c on your landline. Our Booking Officers make up to 100 calls a day....mobile calls would put them out of business! To overcome this, call-divert your home phone to your mobile when you are out to avoid missing important call. Don't forget to switch off call-divert when you're home.

3. **Please Ring us each Saturday** to tell us what days you are unavailable next week.
Leave the information on our machine if no-one answers. If you are available as normal, don't bother ringing.
3. **Whenever you go out for the evening, ring us before you leave.** Or put your home phone on call- divert to your mobile. If your mobile rings twice, wherever you are, get back to us immediately.
4. **Leave your booking diary next to the phone.** Make sure it's up to date so anyone at home can accept bookings confidently on your behalf. If they can't tell us definitely that you're available, you'll miss the job.

If you go to the gym or go out for tea or do some late shopping.....fine, do it!

Ring us before you leave

Ring us from where you are

Put your home phone on "Call-Divert" to your mobile/ or

Let someone at home know you're availability and.... leave them your booking diary.

BUT.....Don't let any outing cost you an extra \$200 by missing a job!

Our fees are very low. Help us to keep it that way.

GROUP PAYROLL SCHOOLS.

STS acts as **Payroll Manager** for most of its schools. We will pay you fortnightly for work at these schools. This situation offers you a slightly higher total remuneration. Payment is reliable, there are less forms to complete and your tax to pay.

SUPER

Our default Super scheme is **VicSuper**. Many of you may already have a VicSuper account. If you are happy with this choice there is nothing for you to do. We contact VicSuper quarterly to open and bank new deposits. Within weeks after that you will receive details of your membership and a balance. You will get annual statements from them showing your balance (including interest gained). After this you can access your account balance and details on their website any time you like.

With our outstanding superannuation deal you will reap greater financial reward for your day's work.

BANKING

We recommend you establish a bank account with the **Victorian Teachers Credit Union** as this will facilitate faster, more accurate payment of your salary. We will help you arrange this very easily.

Southern Teaching Services receives no commissions from any of the aforementioned organisations.

WORKCOVER

While working at our schools you will be covered by the school for WorkCover. Should you have an accident or injury at the school you must make a report in the school's accident register before leaving that day. Do not forget to get witness' names. It would be wise to take a copy of the report home with you. If you discover any item or situation at a school which could pose a threat or cause an accident to yourself, other staff or students... **it is your responsibility to report it immediately to the office**. Make a personal note of the situation and what time you reported it. Do not assume it has already been reported by other staff.

REGULAR COMMISSION PAYMENTS at the Direct Pay Schools

Please pay us within 14 days of our monthly invoice or ring us immediately. Don't write information on the back of cheques or envelopes. After banking we will likely lose that record. If payment is made with someone else's cheque (or by bank cheque or by money order)..... please write your name on the front corner of the item. Always return the tear-off slip (from the account reminder) with your payment. If paying by direct credit please identify the depositor.

FILE ALL INFORMATION

File this booklet and other information we send you for future reference. You **WILL** need to refer to them at some time in the future. You should revise your knowledge of these issues from this booklet every 6 months to make sure you are covering all the bases.

SELECTION CRITERIA

We encourage our schools to tell us who they want when they ring for a replacement. This system provides continuity for the children of the grade and increases understanding of the School's practices and policies. A feeling of familiarity and appreciation is likely to produce greater job satisfaction for you as well. *See "School Instructions" (page 1 of this document).*

Our selection of CRT for any job takes the following priority order :

- a) Whoever the school requested. If that person not available, then....
- b) Someone who has taught this grade before. If no-one available, then
- c) Someone familiar with the school and willing to take the grade. None available, then
- d) A newcomer

GOOD LUCK.

REMEMBER, WE'RE HERE TO HELP! 9766 2777

- Russell. Jan, Pam, Heather and Peter