

Information for Relieving Teachers

Once you have been accepted as a reliever, you will be provided with an induction kit which contains a list of policies - some of which you will need to be aware of immediately; a copy of the ECE Regulations and Association Bylaws etc. Also in each kindergarten you will find all the Association Policies, including those more specific to the Kindergarten. It is important that you take time to familiarise yourself with them, and please ask if you have any questions.

Please bring your original qualification and your Teachers Registration certificate with you to the induction meeting.

Relievers Hours of Work / Employment Expectations

Long-Term Relievers

Long term relievers are expected to meet the same commitments as the full-time or part-time teacher they are replacing. This includes contact and non-contact time, assessment of children, full participation as a team member and gathering evidence to support the registration renewal process.

Short-Term Relievers

Short-term relievers are expected to fulfill the duties and responsibilities associated with the position in which they are relieving. This covers the contact time plus 15 mins non-contact at the start of the day to make contact with each of the teachers and find out what is happening that day in regards to children's learning. The Staff-Sync app will let you know what time you are required to be there and what time you will finish. We have varied hours of work among the Kindergartens.

You will need to block out your calendar on staff sync if you are not available for a period of time.

If the attendance at kindergarten is low on any one day and an extra teacher is not required after all, you will be informed paid for a minimum of 2 hours. You are usually informed at or around 10am if this is the case.

Salary Payment

The Information on Staff-Sync and the information teachers input to Infocare informs the payroll system. This information is then processed for payment and payments are made fortnightly. Short-Term relievers' holiday pay of 12% is inclusive. Long-Term Relievers are paid as per a full-time employee. Salary for Short-term relievers is capped at step 8 of the K1 P1 unified teachers scale. If your actual salary scale is higher than this based on your qualifications it will only take effect when you are employed in a long-term relieving position of more than six weeks (as per the Kindergarten Teachers Collective Contract). Relievers should keep their own record of days worked.

Definitions

Trained Teacher:

Means a person holding a Diploma of Teaching (ECE), NZFKU Diploma, Bachelor of Early Childhood, Early Years Degree or another educational qualification recognised by NZ Qualification Authority (NZQA) as being equivalent. Primary teachers, although recognised for funding purposes, are not able to hold 'persons responsible' positions without a recognised Early Childhood qualification.

Untrained Teacher:

Means a person employed on teaching duties in a Kindergarten that does not hold any qualification with regards to early childhood teaching or is currently in training.

Registration

All trained relievers must hold a current Education Council Registration Certificate designated as either Full, Subject to Confirmation or Provisional. A copy of the Certificate must be provided on application. Expectations regarding your renewal of your Teacher's Practising Certificates will also be shared with you.

Long-Term Relieving Teacher

Means a teacher who is appointed to relieve in a position for which the tenure at the time of appointment is known to be not less than 6 weeks. An employment contract for this block of time will be sent to you.

Short-Term Relievers

Means a teacher who relieves in a position for which the tenure at the time of appointment is known to be less than 6 weeks. Short-term relievers do not have continuous employment with the Whanganui Kindergarten Association.

- Relievers are encouraged to attend in-service courses
- Relievers are required to carry out all duties of a teacher
- Relievers who are trained registered teachers but not members of NZEI must enter into an individual employment agreement with the Association.
- Future employment cannot be guaranteed.

Please make sure that you update Staff-Sync and contact Pamela McLaren (HR) if your contact details change.

Health and Safety

Please check with staff on arrival if there is anything specific you need to know. The Health and Safety Rep. at each Kindergarten will make themselves known to you. It is your responsibility to ensure your personal safety in the Kindergarten. Please check with staff if there are any hazards of which you need to be made aware. Children's safety is paramount and they must be supervised at all times

Employment Queries: General Manager – Trish Taylor-Pope
Phone 06 345 6729 Mob: 027 453 5802

Payroll Queries: Finance Manager - Karyn Lewis
Phone 06 345 6729 Mob: 027 550 3155

Professional Queries: Professional Leader – Raewyn McKenna
Phone 06 345 6729 Mob: 027 463 2509

Human Resources: Pamela McLaren (in office Monday – Wednesday)
Phone 06 345 6729 Mob: 021 419 507

Operations Manager: Rachel Cronin
Phone 06 345 6729 Mob: 027 298 1770