

Policy Title: Relieving Teachers Policy

Classification: Human Resources

Monitored by: HR Manager

Approved by: GM Operations

Effective Date: July 2020

Review Date: July 2022

Objective: To ensure there is a transparent system in place for recruiting and selecting relieving teachers to work at HCK.

Commitment: HCK is committed to maintaining a pool of relievers who can provide a professional service as and when necessary.

Related Documents

- Public Service Act 2020
- Employment Relations Act 2000
- Human Rights Act 1993
- Children's Act 2014
- Education Act 1989
- Equal Employment Opportunities Policy

Policy Details:

1. The HR Manager is responsible for managing the pool of relievers, including the recruitment and background checking that is required by the Children's Act 2014.
2. The Relievers Coordinator is responsible for managing the day-to-day allocation of relievers to kindergartens as required.
3. All relieving teachers (trained and untrained) must be on the pool of relievers and registered with HCK.
4. Trained relieving teachers will be used in preference to untrained relievers for ratio positions.
5. To prevent potential conflicts of interests and/or responsibilities, Governing Board Members and Senior Teachers are not permitted to work as relievers without the prior approval of the GM Professional Services.
6. Children of relievers (and all teachers) are not permitted at the kindergarten during work hours unless on the roll and then only during the sessions for which they are enrolled.
7. Further details regarding reliever definitions and requirements are below:

Trained Relieving Teacher A person holding a Diploma of Teaching (ECE), Bachelor of Education, NZFKU Diploma, or another educational qualification recognised by NZ Qualifications Authority (NZQA) as being equivalent.

Trained teachers will be employed under the conditions of the Teachers Collective Agreement if they are members of NZEI. Non-NZEI members will be required to enter into an Individual Employment Agreement with HCK.

Untrained Relieving Teacher	A person employed on teaching duties in a kindergarten who does not hold any qualification for a trained early childhood teacher.
Registration	All trained relievers must hold a current Teachers Council Registration Certificate either Full, Provisional or Subject to Confirmation. A copy of the Certificate must be provided to HCK.
Long-term Reliever	A teacher who is appointed to relieve in a position for a minimum of six weeks. Long-term relievers are expected to meet the same commitments as the full or part-time teacher they are replacing. This includes all professional time activities and other events such as fundraising, social events etc. They will be provided with relevant paperwork outlining the details of the assignment, including the pay scale.
Short-term Reliever	<p>A teacher who relieves in a position for less than 6 weeks. (Including day to day relievers). Short-term relievers are expected to fulfil the duties and responsibilities associated with the session in which they are relieving. This includes contact time and a contribution to the non-contact tasks. Short-term relievers are expected to arrive 15 mins before the start of session and leave 15 mins after session finishes.</p> <p>Short-term relievers are paid for the hours they are present and working at the kindergarten. Actual times will be recorded on the Infocare timesheets.</p> <p>Short-term relievers cannot be employed in non-contact sessions without the prior approval of the Senior Teachers Team.</p>

This policy will be reviewed biennially.