



Cranbourne East Primary School

Part-time Staff Policy

PURPOSE

To provide clear arrangements and expectations for part time staff who are sharing the responsibilities of teaching a homegroup class, Specialist staff and Education Support Class Staff.

AIM

- Provide a classroom and Specialist program that meets the needs of the students
- Ensure that responsibilities are fairly divided between staff according to their time fraction
- Acknowledge the unique situation and needs of part time staff.

IMPLEMENTATION

Communication

It is the responsibility of part time staff to check the work planner, emails, Compass Calendar, minutes of meetings to ensure they are up to date with the day to day organisation of the school. The PLC team leader/ Office Manager is to be the first point of contact for information regarding school organisational matters.

It is the responsibility of the staff member to follow up any issues that are reported to them. If they are not in attendance the next day, the issue must be communicated to the relevant staff member or team leader to ensure follow up is completed in a timely manner.

Time release

Part time teaching staff will have time release (administration and planning time) or reduced duties pro rata of their time fraction.

Yard duty

Part time staff (teaching and integration aides) will be required to undertake Yard Duty pro rata of their time fraction. Unless otherwise agreed with the Principal.



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Professional Development Curriculum Days

Part time staff will attend Curriculum Days if they are employed at the school on the day a Curriculum Day is scheduled. Part time staff not employed on a Curriculum Day may attend in a paid capacity as agreed with the Principal. If a part-time staff member is specifically requested to attend a Curriculum Day PD on their non-teaching day they can be paid their daily rate to attend.

Professional Development (PD) Opportunities

Part time staff will access PD through the school PD application process. If a part-time staff member is requested to attend a PD on their non-teaching day this will be in paid capacity. Time in Lieu provision will apply for Education Support Class.

Staff who choose to attend a PD activity on a non-scheduled work day will not be paid. Staff requesting to attend an approved PD on a non-scheduled work day may have the cost of the PD covered by the school.

Parent/Teacher interviews – Student Led Conferences

The teacher who is in attendance on the day of interviews will conduct the interviews. It is optional for the other teacher to attend in a paid capacity. Time in lieu provision applies.

Staff meetings and after school meetings

Part time staff at school will attend Meetings/Professional Development on their days of work in accordance with their work schedule.

Report Writing

Part time staff will consult with their teaching partner at the beginning of each semester regarding their input and responsibilities for the writing of Student Reports. Responsibilities should be allocated pro rata according to their time fraction. This must be an agreed division of responsibilities. Leadership will support this negotiation if requested.

Excursions and Camps

Part time staff are expected to attend an excursion if they are employed at the school on the day the excursion is scheduled.



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Attendance at camps is expected. The teaching partner has the option to attend. This will be in a paid capacity.

As agreed, Education support Staff who attend a 3 day camp will have 1 day time in lieu and 2 days time in lieu for attending a 5 day camp.

First Day of Term 1

Part time staff in attendance will teach on the First Day of each school year.

Information evenings and special events

Part time staff in attendance are expected along with all staff to attend the information evening or special event. The teaching partner has the option to attend. This will be in an unpaid capacity. All staff are encouraged to attend and support meetings and special events in the best interests of community building.

Planning days

Teachers attending the term 4 planning days who are not scheduled to work will be invited to attend in a paid capacity.

Meet and Greet on the last day of Term 4

Staff, including newly appointed staff who are yet to commence work at the school or staff on a non-scheduled work day will be invited to attend the Meet and Greet activity on the last day of term 4. This will be in an unpaid capacity.

REVIEW CYCLE

This policy was updated in February 2019 and will be reviewed annually or where DET policy is amended.