

8 Temporary Teachers

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8.1 Introduction

- a) The *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award* introduced the classification of temporary classroom teacher from 1 January 2001.
- b) Temporary teachers are defined as persons employed in one engagement full time for four weeks or more or in one engagement for one to four days per week for two terms or more.
- c) Temporary engagements can only occur within a school year and be for a maximum of a school year.
- d) Where a vacancy exists as described in b) above, it must be filled by way of a temporary teacher engagement, unless otherwise filled by the School Staffing Unit. There is no option for a school or a teacher to choose to fill such a vacancy by employing a casual teacher.
- e) Guidelines that should be followed when engaging a temporary teacher were issued to all schools on 16 July 2001 as part of the document titled *Conditions of Employment for Temporary School Teachers*. The guidelines may also be accessed via the Department's intranet site at:
<https://education.nsw.gov.au/content/dam/main-education/inside-the-department/human-resources/media/documents/recruitment/ttchcond.pdf>.
- f) To avoid any misunderstanding in the process of engaging temporary teachers, there must be a clear distinction made between an offer of engagement and the seeking of advice regarding a teacher's potential availability for engagement.
- g) An offer of a temporary engagement must be confirmed by the completion of a temporary engagement notice. The temporary teacher engagement notice is also available at:
<https://education.nsw.gov.au/content/dam/main-education/inside-the-department/human-resources/media/documents/recruitment/ttchcond.pdf>.

8.2 Employment as a Temporary Teacher

8.2.1 Application for Employment as a Temporary Teacher

- a) Persons desiring employment only as a non permanent teacher (ie as a temporary or a casual teacher) must complete an *Application for Employment as a Teacher* form which is available from district offices, the School Staffing Unit or the Department's website at <http://www.det.nsw.edu.au/employment/recruit/index.htm>. An application for employment as a casual teacher includes employment as a temporary teacher.

The completed form should be submitted to the School Staffing Unit.

- b) Applicants who have not been employed previously by the Department should submit documentary evidence of qualifications, teaching and/or employment experience, birth certificate (or extract) or other proof of identity e.g. passport, and where appropriate an application for accreditation for child rearing. If applicable, evidence of Australian citizenship or permanent residence or visa permitting employment must also be submitted.
- c) New applicants for employment must satisfy a criminal records check, national check of employment status and attend a personal suitability interview conducted by an officer(s) as determined by the Director of Staffing Services. A medical examination may be required.
- d) Permanent teachers who resign or retire and who wish to undertake employment as a non permanent teacher will be issued with a letter of approval to work with the NSW Department of Education and Training in a casual capacity. The letter of approval will be issued by Teacher Services effective from the resignation/ retirement date. The letter of approval will not be issued if the principal recommends that the teacher should not work in a casual capacity.

8.2.2 Approval for Employment

- a) A casual teaching approval will be issued to applicants who are personally suitable and who demonstrate that they hold an acceptable teaching qualification. A casual teaching approval also allows a teacher to teach as a temporary teacher.
- b) Following the receipt of the casual teaching approval, teachers should contact school principals directly and inform them of their availability for employment.

Teachers may also use the CasualConnect Employment Service to register their availability for work and to find out where casual and temporary teaching work is available. Call the CasualConnect Jobline toll free on 13 10 49 for more information or visit the CasualConnect website at <http://www.schools.nsw.edu.au/appse/staff/F5.0/casual/empserv.htm>.

- c) Applicants for employment who hold a recognised academic award but whose academic attainments fall marginally short of the requirements for permanent classification may be given transitional classification. Applicants in this category will be issued with a casual teaching approval, pending the completion of all academic requirements. Evidence of enrolment in the required subjects must be provided prior to the issue of an approval to teach.
- d) Applicants who do not meet the requirements for employment will be advised to this effect by letter and where appropriate, will be advised of the requirements that must be met in order to be approved for employment.

8.3 Salaries and Conditions of Employment

- a) Temporary teachers have access, on a pro rata basis, to most of the conditions of permanent teachers. Access to the full common incremental salary scale applicable to permanent teachers is being phased in.
- b) A document titled *Conditions of Employment for Temporary School Teachers* was issued to all schools on 16 July 2001. This document provides detail on the salary and other conditions of employment of temporary teachers. The document can also be accessed on the Department's intranet site at: <https://education.nsw.gov.au/content/dam/main-education/inside-the-department/human-resources/media/documents/recruitment/ttchcond.pdf>.

8.4 Permanent Teachers on Leave Without Pay

- a) The category of temporary teacher does not apply to permanent teachers who are undertaking "relief teaching" while on leave without pay. These teachers retain their separate conditions as detailed in Section 4.8.5, Leave Without Pay of the Teachers Handbook.
- b) Permanent teachers on leave without pay can fill any vacancy but are not to complete a temporary engagement notice. They should complete fortnightly casual claim forms and will be paid on the Casual Employee Payroll System.