



Untrained (non-ECE teacher)
Relieving Teachers
Enrolment Kit

HUTT CITY KINDERGARTENS
2010

Checklist

Please read this information and return the required forms ensuring you have:

- ☐ Completed the Relievers Form - page 7
- ☐ Completed the enclosed IRD330
- ☐ Included a bank deposit slip
- ☐ Completed the Police Conviction Disclosure Form -please note that the cost of this is covered by Hutt City Kindergartens.
- ☐ Completed the "EEO/Personal Information" Form on page 9-
- ☐ Untrained Reliever Agreement completed

Return all this information to:

Hutt City Kindergartens
PO Box 35 061
Naenae
Lower Hutt

For any queries, please call our HR/Payroll Officer, Rachel Stevenson, on 920 9841 - or email her on payroll@huttkindergarten.org.nz

Information for non-ECE Trained Relieving Teachers

The Professional Practice Managers and teaching teams appreciate the commitment you have made to become a reliever with Hutt City Kindergartens.

There is a copy of the Association Policies and Early Childhood Education Regulations in each kindergarten. These include matters relating to the conduct of all our employees and their responsibility to children, families and community. Take time to read these and ask questions if you want anything clarified.

Definitions/Information

ECE Trained Teacher:

Means a person holding a Diploma of Teaching (ECE), NZKU Diploma, or another educational Qualification recognised by NZ Qualifications Authority (NZQA) as being equivalent for teaching in an ECE service.

Trained teachers are employed under the conditions of the Kindergarten Teachers' Collective Agreement (KTCA). NZEI members are covered automatically by this agreement. Non-members will need to sign the Individual Employment Agreement included with this kit.

Untrained ECE Teacher:

Means a person employed on teaching duties in a kindergarten whom does not hold any completed qualification for a trained early childhood teacher. For the purposes of the ECE Regulations and ECE Funding System, Primary trained & Secondary teachers are treated as "untrained".

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.

It is not likely that a non-ECE trained reliever would be appointed to a long term relieving position.

Short Term Relieving Teacher:

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 Hutt City Kindergartens.

- Relievers are not normally employed during non-contact time.
- Relievers are encouraged to attend in-service courses.
- Relievers are required to carry out all duties expected of a regular ECE teacher.

Relievers Hours of Work

Short Term Relievers *(working for less than 6 weeks continuously in one position, including day-day relieving)*

Short term relievers are expected to fulfil the duties and responsibilities associated with the day or session in which they are relieving. This covers the contact time plus a contribution to the non-contact tasks associated with that session.

Full Day

Short term relievers employed for a full day are expected to work the core hours of that Kindergarten. ie: either 8am - 4pm or 8.15am - 4.15pm. (Arriving if possible, at least 15 minutes before the start of the session).

Actual hours worked will be recorded on the timesheet and relievers paid accordingly.

Sessional Relieving

Short Term Relievers employed for a single session during a day are expected to arrive at least 15 minutes before the session and complete tasks at the end of each session, under the direction of the Head Teacher.

Your actual hours at the Kindergarten will be recorded on the weekly timesheet. These are the hours for which you will be paid. Eg if you are at the kindergarten for 5 hours, you will be paid for 5 hours. If you are only there for 2.5 hours this is what you will be paid for.

Salary Payments

As a reliever, we expect you to also complete your own weekly timesheet.

This helps to make sure that you are paid correctly. This can be faxed to us at the end of each week. You can use the fax machine at any of our kindergartens.

Some timesheets will be sent to you if your application for relieving is accepted. They are also available at each Kindergarten or from our HR/Payroll officer.

Your timesheet should be faxed to us on 920 9802.

Each Hutt City Kindergarten reports on the usage of relievers every Friday. This information is processed by the Association in the following week and payments are made fortnightly. Any queries about payment contact the Payroll Administrator on 920 9841.

Untrained Relievers

As a short-term reliever your pay includes Holiday Pay at 8% (the equivalent of 4 weeks' annual holiday). This is included in your hourly rate.

Police Conviction Disclosure Process

The Education Act requires us to complete a Police Conviction Disclosure process for anyone working in our Kindergartens. Please complete and return the enclosed authorization form for this process.

Health & Safety

It is your responsibility to meet with the Head Teacher of the kindergarten you are relieving in and complete the Employee H & S Induction sheet (example enclosed).

PLEASE CONTACT OUR HR/PAYROLL OFFICER - RACHEL STEVENSON, WHEN YOU WANT TO BE TAKEN OFF THE RELIEVER LIST OR YOUR CONTACT DETAILS CHANGE.

Any queries please contact:

Rachel Stevenson

Phone: 04 920 9841

payroll@huttkindergarten.org.nz

PLEASE ENSURE YOU COMPLETE THE ENCLOSED FORMS AND INCLUDE A COPY OF YOUR BANK DEPOSIT SLIP - THANKS.

Untrained /Unregistered Teachers Remuneration

	Description	Hourly Rate
USTR01	Untrained (with or without any experience)	\$13.00
USTR02	1 st year ECE training	\$13.75
USTR03	2 nd year ECE training	\$14.50
USTR04	Final year ECE Training	\$15.50
PSTR	Primary/Secondary Trained	\$18.00 - \$25.00 By negotiation

Progression to the next pay rate will be based on a recommendation from the Professional Practice Managers - based on feedback confirming competent performance from Head Teachers.

Progression will also take into consideration completion of years of ECE training. Evidence will need to be provided.

Progression will normally be considered in January of each year.

Holiday Leave Payments:

In addition to the above payments to short-term relieving teachers will include a further 8% Holiday Pay.

Relievers Form

Name: _____

Address: _____

Telephone: _____(daytime)

_____ (after hours)

_____ (cellphone)

Date of Birth: (this information is required for pay purposes) _____

1. I would like to relieve in the following kindergartens
(please see attached listing for kindergartens):

2. Type of Relieving (Please tick)

Long term ☐

Short term (day-day) ☐

I am available any week day ☐

I am available on the following days/times

3. Please describe any training or experience that is relevant for relieving work in our Kindergartens. If you are currently training as an ECE teacher - please give us details of which course, which provider, and how long you have been studying.

Please describe any relevant areas of expertise:

4. Name two people who could be contacted for current knowledge of you and your suitability for teaching:

Name 1: _____

Address: _____

Telephone: _____ *(daytime)* _____ *(after hours)*

Name 2: _____

Address: _____

Telephone: _____ *(daytime)* _____ *(after hours)*

I give permission for Hutt City Kindergartens to make any checks or enquiries that will enable them to establish my suitability to work in kindergartens.

I certify that I do / do not have any pending criminal convictions. Please delete as applicable.

Signature: _____ **Date:** _____

Equal Employment Opportunities (EEO) Data Sheet



Nga Tamariki o te Kari o Awakairangi mai ki nga Maunga o

Together in Learning

Please complete the questions below and return it to the EEO Committee, Hutt City Kindergartens, c/- Rosalie Hunt.

This form is for our EEO Committee and under the Privacy Act it will remain confidential.

NAME (Optional)	Reliever YES/NO
DATE	
ETHNIC ORIGIN	<p><i>Please tick one or more of the boxes below:</i></p> <p><input type="checkbox"/> New Zealand European/Pakeha</p> <p><input type="checkbox"/> New Zealand Maori - if you wish to identify your iwi please do so _____</p> <p><input type="checkbox"/> Pacific Islander- please identify which group(s):</p> <p><input type="checkbox"/> Samoan</p> <p><input type="checkbox"/> Tongan</p> <p><input type="checkbox"/> Tokelauan</p> <p><input type="checkbox"/> Cook Island Maori</p> <p><input type="checkbox"/> Niuean</p> <p><input type="checkbox"/> Fijian</p> <p><input type="checkbox"/> Other European (eg British, Australian etc) Please specify _____</p> <p><input type="checkbox"/> Other ethnic group (eg Chinese, Indian etc) Please specify _____</p>
GENDER	<p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>
<p>Are there any ways in which we can support you in achieving in your job?</p> <p><i>For example:</i></p> <p>English as a second language?</p> <p>Supporting you in managing family commitments?</p> <p>Emotional and Mental Health?</p> <p>Physical Health and Mobility?</p> <p>Other areas?</p>	<p><i>Your comments:</i></p>

Thank you for taking the time to complete this data sheet. The information you provide will be used to assist us in developing our EEO programmes and initiatives for Hutt City Kindergartens.

Employee H&S Induction Sheet

This information must be covered with all new employees - teachers, teacher aides, long term relievers. (Short term relievers are treated as visitors to the Kindergarten and need to be made aware of hazards, emergency procedures, location of First Aid kit etc.)

It is the responsibility of the Head Teacher to complete this induction for kindergarten staff. A Professional Practice Manager will do it for new Head Teachers. A copy must be sent to a Professional Practice Manager for filing.

Employee:		Date:	
Head Teacher:		H T Signature	
REQUIRED FOR ALL EMPLOYEES	Information Provided On:	<input checked="" type="checkbox"/>	
	1 Health and Safety Handbook and H&S Policy		
	2 Hazards Management System		
	3 Accident Management System		
	4 First Aid Procedures		
	5 Emergency Procedures - Fire, Earthquake, Civil Defence		
	6 Employee's Responsibilities for H&S		
	7 Employer Responsibilities and designated roles		
	8 H&S Committee and process for representation		
	9 Personal Protective Equipment - eg rubber gloves		
	14 Safe Working Practices Policy		
	15 Smoke Free Policy		
	16 Sun Smart Policy		
	17 Administering Medication		
	NOT REQUIRED FOR TEACHER AIDES	18 Child Protection Policy	
		19 Child Safety Education Policy	
		20 Collection of Children Policy	
21 Contractors Health and Safety Policy			
22 Emergency and Unplanned Closure Policy			
23 Exceptional Circumstances Policy			
24 Food and Drink Policy			
25 HIV/AIDS Hepatitis B Policy			
26 Immunisation of Children Policy			
27 Infectious Diseases Policy			
28 Medical Assistance for Teachers Policy			
29 Missing Children Policy			

The above Health and Safety Induction Information has been given to me:

Employee's Signature:

Date: