MINIMUM REQUIREMENTS WHILE TEACHING ON SITE

In response to surveys from sites that we service we have made a list of Minimum Requirements expected by Schools and Pre-Schools.

1. **ALWAYS** have prepared work (even if a program is set), it is a far more professional approach to the day if you are organised and have work in reserve. It should be suitable for most age groups and or year levels.

2. If a program is set please follow it as closely as possible.

3. Always take time (5 to 10 min) at the end of the day to tidy the class area you are working in with the help of the class or group you are working with.

4. Always dress in an appropriate manner for the day at hand. Revealing clothes are not acceptable.

5. Leave a brief note/feedback to the regular class/NIT teacher etc.

6. If working at a centre/school new to you, always seek advice on behaviour management policies.

7. **REMEMBER**: Conditions of employment are decided by the Principal of the School or the Director of the Pre-School requesting the TRT. You do not necessarily follow the lesson sequence of the teacher you are replacing. NIT release and Yard Duty is at the discretion of the host Principal.

8. Contact the school directly if you are not able to be on site on time.

**PERFORMANCE MANAGEMENT**

All staff in DECD have the right to receive feedback regarding their performance and to access meaningful learning and development opportunities. You have a right to ask for feedback but take responsibility for ensuring the line manager is informed of your work, to enable this process. If critical feedback is provided, accept this and learn from it.