Welcome to one of the biggest TRT services in the state. The Peninsula TRT Service has 27 schools and 13 Preschools available to Temporary Relief Teachers in one location. This reduces the running around between schools to sign up and increases the chance of work.

If you would like to work through the service please supply the following:

1. Fill out the reliving teacher information, which is located at the end of this document, with the relevant information applicable to you. (Subject and levels information can be found in this document).

2. Download the schools list and tick or cross the schools you are willing to go to. (Remembering the more schools you give the greater the opportunity to work).

3. Supply your 2016 Authority to Teach letter.

*Under the National Quality Framework for Early Childhood Education and Care TRTs with a 4 year Early Childhood Teaching Degree can nominate preschools on their school list.

If you have not been paid by DECD before you will need to download the VL628 form from their website and fill it in and send it to Payroll Services.

All forms that are required to join the Peninsula TRT Service can be dropped in person, faxed, posted and now we are accepting emails. The email address can be located on the header of this page.

Please Note: As of 21st of March 2016 Peninsula TRT service will no longer be requiring a registration fee. If you have seen this anywhere please disregard the information.
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<td>MP</td>
<td>Middle Primary</td>
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<td>R/7</td>
<td>Reception to Yr 7 schools and NIT classes</td>
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<td>JP</td>
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**Check List for TRT Service**

Please ensure you include all the documentation required as this can prolong your registration.

Registration form: Yes/No
Schools List: Yes/No
DECD Authority to teach letter: Yes/No

If any of these items are missing you cannot be activated on the system.
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.

Due to the high number of registrations and work availability, there is no guarantee that work will be constant.

Andrew Plastow – Principal TRT Service
2016 RELIEVING TEACHER INFORMATION

DECS IDENTITY NO. ___________________  TRT SERVICE ID NO. ________

SURNAME: _____________________  FIRST NAME: ___________________

ADDRESS: ____________________________________________________________

PHONE: (HOME) ___________________  MOBILE: ___________________

EMAIL ADDRESS: _____________________________________________________

SUBJECTS: AR  COMP  DAN  DRA  GP  HE  SP  BM  LA  LIB  MA  MUS  PE  SC  SO  TE  LOTE  NAP

LEVEL: Pre-school  JP  MP  UP  R/7  JS  SS

LOTE ________________ (please state languages)

AVAILABILITY: __________________________________________________________________

Would you accept phone calls before 6am during busy times? YES NO

I CERTIFY that I have received approval to do TRT work in the year of application

SIGNATURE: ____________________________

Please ensure your information is up to date as we do not keep information from previous years.

You are obliged to inform the Booking Clerk of any contract or other unavailability. You can do this by leaving a message on the answering machine or email.

The Registration Form, List of Schools and Registration Fee should be returned to:

The Booking Clerk
Peninsula TRT Service
C/- Alberton Primary School
14 Broad Street
QUEENSTOWN  5014

The Principal recommends that you keep a copy of this letter.

Please return this form as soon as possible as the service starts operating on the first day of Term 1