**Tea Tree Gully Temporary Relieving Teachers (T.R.T.) Scheme**

**INFORMATION and HINTS for users.**

This information is developed from the responses of TRT’s and Schools of the Tea Tree Gully TRT scheme.

**LESSONS:**
Always be prepared with lessons and resources suitable for the year level you are to teach, and for the time, you are at the school. Please be aware that this is a condition of your employment as a TRT. You must be prepared with some resources. (Lesson notes will *not* always be left by the absent teacher.)

**TIME:**
Give yourself plenty of time to be prepared before school starts. Never be late.
If you are going to be late, ring the school. (eg caught in traffic, late notification of TRT callout.)

**BEHAVIOUR MANAGEMENT:**
The largest amount of feedback comments we receive from schools involve behaviour management skills displayed by the TRT. If you set disciplinary measures – you must follow them through.
Check the particular school’s policy on behaviour management before you start and follow it through.
The Behaviour Management Policy (BMP) should be given to you on arrival at the school. (If it isn’t – please ask for a copy!)

**SPECIAL SKILLS:**
If you have a particular skill i.e. PE, Music, a Language, Library, Working with students with Disabilities, write it on your TRT form. **Do Not write** particular skills on your form **that you do not have.** However, skills in areas such as working with Autism and other students with Special Needs, will be looked upon favourably.

**TICK AS MANY SCHOOLS AS YOU CAN. THE MORE SCHOOLS YOU ARE AVAILABLE FOR, THE MORE CALLS YOU WILL GET.**

½ **DAYS:**
All TRT’s should expect to be asked to do the occasional half-day. If you refuse, it will be considered that you are unavailable for that day.

*Please be aware that we endeavour to be as fair as possible when placing TRT’s into vacancies, but we also follow school requests for particular people. We fill vacancies in the order that we receive them, so the earlier a school notifies us, the greater the chance we can get their preferred TRT. (We also take note of both TRT and School requests when they do not want to be linked). If a TRT takes up a contract placement, we would appreciate you informing us of the dates that you will be unavailable for call out. – This can save us a lot of time in the frenetic early morning ring around !!*

With thanks.
David Cowles (Principal – St Agnes Primary – the Host School for the Scheme)
Tim Van Buuren (MANAGER of our scheme)

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