

# Information on Relief Teaching in the Department of Education

To be eligible to obtain employment as a relief teacher, a person must:

- Be registered as a teacher in Tasmania with the Teachers Registration Board (TRB). Mutual recognition may apply for teachers who are currently registered in other States or Territories. The TRB is an independent statutory authority separate from any educational authority.
- Any enquiries in relation to teacher registration should be directed to the TRB. The TRB is located at 213A Cambridge Road, Warrane and can be contacted via e-mail at [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) or by telephone on 03 6165 5977. Information and assistance can also be obtained from the [TRB website](#).
- Hold a current Tasmanian Registration to Work with Vulnerable People (RWVP) card (registration status – employment).
- For more information and to apply for RWVP please visit the [Registration to work with vulnerable people website](#). The cost associated with obtaining RWVP is the responsibility of the individual.

When the above two criteria have been satisfied, registration for relief employment on the Department of Education (DoE) Fixed Term and Relief Employment Register is required. This is DoE's online register for relief teaching and is available at [Tasmanian Government Jobs \(pageuppeople.com\)](#).

Please note: relief teachers can only be employed when they have satisfied all of the above requirements.

## Tips for Success as a Relief Teacher

- When registering on DoE's employment register, simply register for the specific areas of training and expertise held rather than interested areas available just to increase chances of employment.
- Where possible, visit schools of interest. Leave a CV, inform the school of active registration on DoE's employment register and request a meeting with the principal and/or the relief teacher coordinator.
- If given sufficient notice, arrive at the school 30 minutes prior to the start of lessons.
- Be prepared. As a qualified teacher the expectation is to arrive with appropriate material for the subject/grade.

- At the end of the day leave a brief written report of how the class went and what was covered.
- Follow up on any difficulties with the principal or relief teacher coordinator and ask for performance feedback.

### Initial placement on the Department's HR System

A [New Employee Starter Pack](#) is required to be completed to ensure appropriate payment. This pack contains a new employee details form, Superannuation Fund Choice Election Form, Salary Sacrifice Form and an Australian Tax File Number Declaration Form.

In addition to the information above, evidence of age (e.g. birth certificate or an extract of birth certificate, current passport or driver's licence), together with verifiable evidence of qualifications and previous work experience, i.e. a statement of service signed by previous employers is required, containing the following information: work location/s, full-time or part-time employment details and the commencement and end dates.

An employee number will be allocated upon payroll system set up and is indicated on payslips for future reference. Payments are coordinated by HR Payroll and paid fortnightly on alternative Wednesdays.

### Performance Management

When undertaking a relief appointment in a school, suitability will be assessed by the school.

The main areas of assessment include:

- Capacity to teach – this covers assessment of prepared material, subject knowledge of the subject/grade and overall suitability as a relief teacher.
- Behaviour management – this covers the ability to engage and interact with the students giving consideration to the schools behaviour management policy and specific information on any particular student issues at that school. Each school has a behaviour management policy for their school. A copy should be obtained and read and any queries raised with the principal and/or other staff preferably before commencement in the school to gain a clear understanding of what is expected.
- Professional conduct – this includes behaviour and conduct with the students, staff and parents.

The principal or school contact should provide direct feedback about any concerns they have or if they are not satisfied with any aspect of the performance of a relief teacher. This may involve formal or informal feedback.

### Associated Documents and Materials

- [Obtaining Employment as a Teacher](#)
- [New Starter Pack](#)