



Te tipu ngātahi mā roto i te whakanuinga o ō tātou ake tuakiri
Growing Together, Celebrating Our Unique Identities

Richmond Road School - Te Kura o Ritimana

Employing a day-to-day Reliever

Any teacher working in schools in any year must be registered. Our appointment of relievers meets the requirements of the Children's Act 2014. The Deputy Principal has overall responsibility for monitoring this procedure. Follow this process to employ a reliever:

Responsibility Deputy Principal

Actions

1. Ensure only Registered Teachers are employed as relievers. If using the School Sync app this information is available. Registration of regular relievers is checked using the Teacher Registration Website.
2. If the reliever is a LAT (Limited Authority to Teach) and is currently employed by the school, registration as a LAT is kept up to date by the school as employer.
3. Ensure that school administration staff have the correct MOE number and contact details.
4. Teachers are responsible for keeping up-to-date work plans for relievers to work from.

Office Manager

1. Enter the reliever time and details on EdPay.