

**Casual Relief Teaching at Mildura Senior College**

Thank you for your interest in applying for Casual Relief Teaching (CRT) with Mildura Senior College.

The following information has been provided to assist you in understanding the role of a Casual Relief Teacher.

**Casual Relief Teaching**

Casual Relief Teachers (CRT) are employed by the school council as and when the need arises. As a casual employee there is no guarantee of any future employment with the school council or in any other employment arrangement. There is also no guarantee of ongoing work or regular shifts. Your hours of work are by agreement and the school may contact you by phone or email to request you to work. As a casual employee, your employment may be terminated without notice or warning at any time.

**Terms and conditions of employment**

School council employees (CRT’s) are employed under Part 2.3 of the *Education and Training Reform Act 2006.* The conditions of employment for school council employees are set out in Ministerial Order 200.

CRTs are paid at the hourly rate set out in clause 1.2(1) of schedule 1 of Ministerial Order 200. This rate of pay includes a casual loading of 20% in lieu of paid annual leave, personal leave and public holidays. As a casual employee, you are not entitled to annual leave, personal leave and public holidays or any payment in lieu of these.

It is your responsibility to ensure that you have provided evidence to the school council that you are currently registered (or deemed to be registered) with the Victorian Institute of Teaching under Part 6 of the *Education Training and Reform Act 2006.* You also have a duty not to disclose any confidential information that you may receive as an employee of the council.

Ministerial Order 200, rates of pay and other information about your rights and responsibilities as a school council employee is available on the Department’s Human Resources website [HRWeb](http://www.education.vic.gov.au/hrweb/pages/default.aspx) (<http://www.education.vic.gov.au/hrweb/pages/default.aspx>).

The Fair Work Information Statement can be accessed on the [Fair Work Ombudsman](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement) website: <http://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

**Further Information**

After submitting the Expression of Interest Form, you may be contacted for an informal meeting with the Assistant Principal.

If you have any further question you can contact Heidi Earle at the College on 5021 2911.

 Expression of Interest

 **Casual Relief Teacher**

Please complete this form and return with your resume and copies of qualifications to hr@milsen.vic.edu.au

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| **Personal Details** |
| Family Name: |  | Given Name: |  |
| Address: |  |
| Town: |  | Postcode: |  |
| Phone: |  | Mobile: |  |
| Email: |  |  |
| DET TO Number: |  |  |
| **VIT Number:** |  | **Valid Date:** |  |
|  |
| **Qualifications:** |
|  |  |
|  |  |
| **Preferred Subjects to Teach:** |
|  |  |  |  |
|  |  |  |  |
| **Days Available:** |
| Monday ❑ | Tuesday ❑ | Wednesday ❑ | Thursday ❑ |
| Friday ❑ |  |  |  |
| Term 1 ❑ | Term 2 ❑  | Term 3 ❑ | Term 4 ❑ |
|  |
| **Additional Information:** |

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| --- | --- |
| **Date Submitted:** |  |