

# Salisbury TRT Scheme

Based at: Parafield Gardens R-7 School  
23 Shepherdson Road, Parafield Gardens SA 5107  
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2017

## TO: ALL TEMPORARY RELIEVING TEACHERS

Dear Colleague,

How many times have you received a dozen calls in the morning, even though you are already booked or contract teaching at a school? Principals too, find it time consuming as they try to find someone who is available.

The solution is to centralise the employment of Temporary Relieving Teachers.

The schools on the attached list are those who are members of the Salisbury TRT scheme and will be using the scheme to book a TRT. If you wish to work in any of these schools, you will need to register with the scheme. Send the completed forms (attached) and copies of requested/relevant documents to Parafield Gardens R-7 School, or Email [dl.0537.info@schools.sa.edu.au](mailto:dl.0537.info@schools.sa.edu.au).

### **YOU NEED TO RE/REGISTER WITH THE SCHEME AT THE BEGINNING OF EACH NEW YEAR.**

**Please advise the TRT Scheme:**

- **if you receive a contract**
- **if you are pre-booked at another school**
- **if any of your information changes during the year**
- **when your availability changes eg end of contract.**

From the generated list, the booking clerk will ring a reliever and employ that person for the period required. There will be advantages for the schools and the relieving teachers in this plan. Remember, you are the one who chooses the schools to which you will travel and the days on which you will be available for employment. **You are advised to check distances of travel/locations before selecting schools.**

Any queries regarding payment of TRT days should be directed to the relevant school in the first instance.

**Please advise the booking clerk in advance of days/periods of time you are unavailable by ringing 8182 4230** and leaving a message on the answering machine. It is expected that work is accepted by you on the day of offer.

By registering with the schools listed, you are not precluded from working at other schools that are not involved in the scheme. Please remember this is an expression of interest and consistency of bookings is not guaranteed.

Yours sincerely,

Simon Harding  
Principal Parafield Gardens R-7 School  
For Salisbury TRT Scheme

# SALISBURY T.R.T. SCHEME



SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DECD ID NUMBER: (located on *Authority To Teach*) \_\_\_\_\_

PHONE (MOBILE) prefer: \_\_\_\_\_ (HOME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

LEVEL: PS (Pre-schools) **APPROVED ONLY** EY (R-2) PY (YR3, 4, 5) MY (YR6,7)  
(Circle choice)

NOTE: \_\_\_\_\_  
Eg: days on which you are available or unavailable and/or specific skills (PE/Music/Spanish etc)

You are obliged to inform the Booking Clerk of any contracts so that your application can be made inactive for the period of the contract.

**YOU NEED TO REGISTER WITH THE SCHEME AT THE BEGINNING OF EACH YEAR.**

**PLEASE ATTACH PHOTOCOPIES OF: Letter of Authority to Teach for current year (copy both sides), Registration Certificate, RAN Certificate and First Aid Certificate.**

Expiry date - Authority to teach \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry date - Teacher Registration \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry date - Reporting Child Abuse or Neglect Training \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry date - Approved first aid certificate \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

***(All dates must be in the future or you are not cleared to teach and will not get paid. It is your responsibility to update your profile on the employable teacher's website [www.teachinginsa.sa.edu.au](http://www.teachinginsa.sa.edu.au) )***

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

Signature: \_\_\_\_\_

The forms should be returned to:

The Booking Clerk  
Parafield Gardens R-7 School  
23 Shepherdson Road  
Parafield Gardens 5107

Fax to 8281 5857 or Email: [dl.0537.info@schools.sa.edu.au](mailto:dl.0537.info@schools.sa.edu.au)

## SALISBURY T.R.T. SCHEME

## LIST OF PARTICIPATING SCHOOLS

Please select your preference of schools by circling Yes or No.

**Check distances of travel/locations before selecting schools.**

Please keep a copy for future reference for addresses, starting times etc.

**N.B. This list may be subject to change**

**PLEASE NOTE: IT IS ADVISABLE TO ARRIVE AT THE SCHOOL BY 8:00AM**

Burton Park Preschool	30 Brookfield Ave Burton	8:30 am start	YES / NO	KINDY ONLY
Elizabeth South Primary School (K-7)	Chivell Street Elizabeth South	8.30 am Start	YES / NO	KINDY
Karrendi Primary (R-7)	Bradman Road Parafield Gardens		YES / NO	
Lake Windemere (CPC-7)	Uraidla Avenue Salisbury North		YES / NO	CHILD PARENT CENTRE
Mawson Lakes (K-7)	Garden Terrace Mawson Lakes	8.30 am Start	YES / NO	KINDY
Parafield Gardens (R-7)	Shepherdson Road Parafield Gardens	8.40 am Start	YES / NO	SPECIAL CLASS JP & P
Paralowie (R-6)	Whites Road Paralowie	8.30 am Start	YES / NO	
Riverdale Primary (R-7)	De Mille Street Salisbury Downs		YES / NO	DISABILITY UNIT JP & P
Salisbury Park Primary (R-7)	Goddard Drive Salisbury Park		YES / NO	
Salisbury Primary School	10 Compunda St Salisbury		YES / NO	
South Downs Primary School (R-7)	Mavros Road Elizabeth Downs		YES / NO	
The Pines Schools (CPC-7)	Andrew Smith Drv Parafield Gardens		YES / NO	CHILD PARENT CENTRE