

INFORMATION SHEET / CONTRACT TERMS (Please keep for future reference)

YOUR ANNUAL REGISTRATION WITH QUICK HELP

- Please ensure you complete ALL of the application form & provide the required verifications.
- Quick Help cannot utilise you until we have received your application and verified your registration number. Please allow up to two weeks to process your application. You will then be contacted by us to confirm you are on the database and to answer any queries.
- We must have a copy of your current practising certificate from the NZ Teachers Council. We cannot use you without proof of your registration.

INTERESTED IN LONG TERM RELIEVING

Please also consider enclosing a brief (one page) summary of your teaching (and relevant life) experiences, including class levels, areas of responsibility, special skills, qualifications and areas of interest if you are interested in long term relieving positions. We often get requests for two or three names for up to a year's work.

In the case of a Long-Term relieving position, (3 weeks or more) I agree to pay Quick Help a one-off fee of \$199.00+gst (\$299+gst if you are a CASUAL Quick Help teacher) - please note as per the collective agreement you will also be paid at your appropriate scale -not as a short term relief teacher

PRIVACY

Your phone number is NEVER handed on. If a school asks us for it, we reply that we will ask you to contact the school rather than give them your number. Obviously, any details you supply regarding your willingness to work at certain schools are also confidential to us.

WEEKLY CALL TO US

Make sure you call us/text us on Sunday (or Monday, if a holiday weekend) between 2pm and 9.30pm to advise us of your availability (or not) for the coming week. The weekly list is the one we go to for relievers - if you are not on it, it is unlikely that you will get a call!

COMMUNICATION IS KEY

It is equally important to let us know if you are not available for the whole week - that saves the annoyance of calls at 6.30am - for both us and you!

We are also very keen to hear about any part days you may be free in a week.

Please also remember to update us if your availability changes through the week (contact us anytime!) the sooner we know the better it is.

HOW THE SYSTEM WORKS

Once we have your availability, we know that when a school asks us for a reliever, if you fit the requirement and are available, we can call you. We open from 6.30am until 7.45am (except for late emergency calls sometimes we do get them as late as 8.20am). We begin calling you from 6.30am. Most of our jobs do come the day of.

If the job comes in advance we will text you. We appreciate you replying as soon as you possibly can. We will hold the job for you until we hear but will follow up within about 30 mins if we haven't heard from you, before offering to someone else.

PLEASE NOTE: THIS IS YOUR COPY – RETAIN IT FOR YOUR RECORDS

IMPORTANT ISSUES

You need resources for the class levels you will teach, as often there is no work left for the class. We pass on any details we have received, including duty, trips, work left etc. Please always go prepared.

Please report to the office when you arrive – DO NOT GO DIRECTLY TO THE CLASSROOM. You must SIGN IN at the office first and they should request to sight TWO FORMS OF IDENTIFICATION (including either NZ Passport and/or NZ Driver's Licence).

ON ARRIVAL AT A SCHOOL

You should arrive by 8.25am for a primary school and 8.15am for an intermediate school to give yourself time to get organised for the day. (Some request earlier such as 8.10am but we will let you know) Schools do begin calling looking for you from 8.30am if you haven't arrived.

CAN YOU GET WORK YOURSELF?

Please refer to your contractual obligation:

- If you are a VIP TEACHER, ALL work is booked and recorded through Quick Help Teaching Services. YOU may accept further work directly from a school for the continuation of a current position. However, you have a contractual and professional obligation to inform us as soon as you can.

- If you are a CASUAL Teacher, IT IS A SERIOUS BREACH of your contractual obligations if, when schools we have sent you to then later approach you or you approach them directly, rather than going through us. Quick Help must be informed of this. Of course, you can accept work directly from a school that you were originally sent to through Quick Help, but these will be Quick Help placements, and you must advise us of them as soon as possible (the day of)

- Of course, we also happily send you to any school that asks for you – as many do!

WHAT IS A NOMINATED SCHOOL?

A nominated school is one that you already receive work from privately. For many people this is a previous school they have worked in a full/part time capacity in, or have been on their private relief list for a while. It may also be the school you have done placements in & have now joined their reliever pool. Please just ask if you need more clarification on this. Please note it is NOT a school you have been sent to originally by Quick Help.

WHAT DOES IT COST AND HOW DO YOU GET PAID?

There is a non-refundable, annual fee of \$99 +gst for a VIP or \$199 +gst if you wish to be a casual, we invoice you for this once we have received your application. This is a one off school year fee that you pay to us, after this we exchange no other money.

To get paid, you need to be on the MOE payroll and have an MOE number (different from your Registration number). Tell the first school you relieve at that you are not yet on payroll and they will give you the necessary forms. Alternatively if you have left full time teaching to begin relief teaching you will need to advise them of this as there will be a different form for you to fill out at the start.

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If you have any other questions please just ask.

CONTRACTUAL AGREEMENT

Please make sure you tick all of the following on your application form. This sheet is for your records.

- I am 100% aware that my contract will be terminated immediately if, having been placed in any school (that is not listed as a nominated school on my application) by Quick Help Teaching Services, I then accept ANY additional work without first notifying Quick Help Teaching Services.
- I agree to treat this as a further Quick Help Teaching Services placement and will advise Quick Help Teaching Services as soon as possible, or at least the end of the day of.
- I am aware that Quick Help Teaching Services has no obligation to find me relief teaching every day that I am available but I know that they will do what they can.
- I am aware that it is my responsibility and in my interest to contact Quick Help Teaching Services every Sunday night to advise my availability for the coming week.
- I accept and agree to pay Quick HELP Teaching Services, on receipt of an invoice, my nominated Annual Membership Fee. VIP \$99 +gst or CASUAL \$199 +gst.

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*Quick HELP VIP Teacher = Quick Help, is your exclusive provider except for the schools nominated on your application, who contact you directly.
ALL other schools are still welcome to book you, but the contractual obligation is on you, as a Quick Help team member, to ensure that both you and the school notifies Quick Help Teaching Services about the booking.

*Quick Help Casual Teacher = Quick Help is one of your providers, i.e. you are also accessible directly by schools and/or online reliever databases.

NB: If you wish to change from a VIP to a Casual Teacher or vice versa during the year, there is an additional \$30+gst administration fee each time.