

Fact Sheet for CRTs working in Government schools

This fact sheet refers to CRTs engaged by government schools only.

You may choose to obtain work as a CRT through a recruitment agency. Recruitment agencies are not affiliated with the Department of Education (DET) or the Victorian Institute of Teaching (VIT).

If you are contracted through a recruitment agency, your employment and pay are managed by that agency, and sections 1-3 do not apply to you.

NON-AGENCY CRTS WORKING IN GOVERNMENT SCHOOLS

1. Working in a government school

Casual relief teachers (CRTs) in government schools are casual employees engaged by school councils under Part 2.3 of the Education and Training Reform Act 2006. An overview of the CRT role, employment requirements, conditions of employment and other legislative resources can be accessed [here](#). More information on school council's role in your employment can be accessed [here](#).

2. Remuneration, working conditions and responsibilities

CRTs working in government schools (and employed by school councils) are paid through Edupay. For any information regarding human resources or industrially-related enquiries, such as pay or working terms and conditions, please call Schools People Services on 1800 641 943 and select Option 2.

Please contact the school for information regarding school working conditions in government schools, including but not limited to yard duties, break entitlements and workload, workforce planning, school policies and parent-teacher interviews.

3. Email Communications

CRTs employed with a government school (and employed by school councils) are provided with access to eduMail, which is maintained while you are employed. On termination of employment, the school may choose to terminate your access to eduMail. Failing this, your account will remain active for six consecutive unpaid pay cycles. If you are not paid by a government school for six consecutive pay cycles, your account will become inactive. For any concerns regarding continuing eduMail access, please contact your school.

ALL CRTS WORKING IN GOVERNMENT SCHOOLS (AGENCY & NON-AGENCY)

4. School Culture and the Working Environment

The VIT provides a [Code of Conduct](#) for all teachers. Government schools are also subject to the [Charter of Human Rights and Responsibilities Act 2006](#).

Government schools are expected to abide by the [Code of Conduct for Victorian Public Sector Employees](#) and to draw on and reflect the Department's [Values](#).

For information regarding your supervisory responsibilities, please contact your school to confirm their requirements. Further resources on supervision, duty of care and excursions at government schools can be found [here](#).

For any remaining concerns about school culture and working in an inclusive environment, please talk to your employer.

5. Professional Development

For the purposes of registration, you must complete 20 hours of professional development, as the requirements of registration for casual relief teaching and for full-time equivalent teaching are the same. These 20 hours must

- reference the Australian Professional Standards for Teachers (APST);
- address at least one standard in each of the three domains of the APST - Professional Knowledge, Professional Practice and Professional Engagement.

Schools may have their own organisational requirements regarding mandatory professional development, such as a requirement for first aid training. Please contact individual schools for their specific requirements. You can access more information on professional development requirements [here](#).

Free online and in-person professional development for CRTs is currently funded by the Department, and is delivered by the [Teacher Learning Network](#). If there is an aspect of teaching you want to learn more about, you may also access some further resources on [Teaching Careers and Training](#).

In addition, there are a range of [evidence-based tools and pedagogical resources](#) to improve your teaching practice that have been developed by the Department, such as a guide to peer observation and methods for empowering learners.

Schools have discretion over their internally organised professional development.